

Section A
Element No. 1

**POLICY
STATEMENT**
Sec. 46a-68-78



President's Affirmative Action Policy Statement

Western Connecticut State University ("WCSU" or "University") is grounded on a sound Affirmative Action foundation. To that end, as President of WCSU, I am fully committed to the University's philosophy of the intellectual and moral leadership responsibility to carry out this well-established philosophy, as well as the responsibility of the University leadership to advance social justice and equity by exercising Affirmative Action to remove all discriminatory barriers to equal employment opportunity and upward mobility. Accordingly, the University, through its Plan of Affirmative Action will, with conviction and effort, continue to undertake positive action to overcome the present effects of past practices, policies or barriers to equal employment opportunity, and to achieve the full and fair participation of African Americans/Blacks, Hispanic/Latinos, Whites, Asians/Pacific Islanders, American Indians/Alaskan Aleuts and/or those who self-identify in two or more races, found to be underutilized in the workforce. The University through its Plan of Affirmative Action, with conviction and effort, will also continue to undertake positive action for the full and fair participation of the above groups and any other protected group found to be adversely impacted by University policies or practices.

Under the Provisions of Sections 46a-60(b), 46a-80(b) or 86a-81(b) of the Connecticut General Statutes, equal opportunity, a distinctly different matter, is employment of individuals without consideration of race, color, religious creed, age, sex, marital status, sexual orientation, gender identity or expression, genetic information (Section 46a-60(a)(11) of the Connecticut General Statutes, national origin, ancestry, intellectual disability, past or present history of mental disability, physical disability, including but not limited to blindness, learning disability, veteran status, or criminal record, unless the provisions of Sections 46a-60(b), 46a-80(b) or 86a-81(b) of excluding persons in one or more of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action.

WCSU's Affirmative Action Plan incorporates and lists all of the noted federal and state constitutional provisions, law regulations, guidelines and executive orders prohibiting or outlawing discrimination, identifying classes of persons protected based on race, color, religious creed, age, sex (including pregnancy and/or workplace exposure and hazard to a person's reproductive system), marital status, sexual orientation, national origin, ancestry, mental disability, genetic information, intellectual disability, physical disability, learning disability, gender identity or expression, veteran status, and criminal record, except for bona fide occupational qualifications.

The University outlines its employment process as one of recruitment, selection, assignment, compensation, promotion and upgrading, training, educational assistance, transfers, terminations, layoffs and recall, and all other terms, conditions and privileges of employment. Affirmative Action is an integral consideration throughout the entire employment process. Both the Chief Human Resources Officer and Chief Diversity Officer are responsible for ensuring that affirmative action remains in the forefront of each step of the employment process. An affirmative action discussion occurs throughout the employment process continuum. All facets of the employment process are linked to affirmative action.

Clearly, affirmative action and equal employment opportunity are immediate and necessary agency objectives for WCSU. We shall affirmatively provide services and programs in a fair and impartial manner. We also recognize the hiring difficulties experienced by individuals who are physically disabled and many older persons and will undertake measures to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. The procedures for adding or refilling any unclassified faculty position are outlined in the current Faculty Handbook.

The Department Chairperson must obtain approval from the School's Dean, who obtains final approval from the Provost/Vice President for Academic Affairs to advertise for an open position. Then the Department Chairperson, or Department members acting together, prepare(s) the university search plan and drafted position announcement, which



is first reviewed and approved by the appropriate School Dean. The Chief Human Resources Officer and Chief Diversity Officer also review the university search plan and drafted position announcement. After the Search Committee is established, the Chief Diversity Officer and/or an assigned designee from the Human Resources Department will routinely meet with and instruct its membership regarding the University's recruitment policy and related institutional goals to diversify the pool of applicants/candidates with respect to ethnicity, race, and gender. Through ongoing monitoring, the Chief Diversity Officer advises the Search Committee as to the sufficiency or insufficiency of the composition of the pool of applicants/candidates for the purpose of achieving the hiring and promotional goals of diversity.

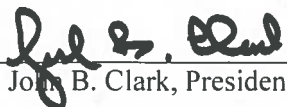
Before the Search Committee prepares and recommends a document known as the University Finalist Memorandum, to identify a list of the finalists, the Chief Diversity Officer and the Chairperson of the Search Committee will consult regarding good faith efforts made to obtain diversity, (if possible) obtain a goal candidate, and determine whether the finalist is a goal candidate, and the completion of relevant documentation. Prior to the offering of a position to a candidate, the Provost/Vice President for Academic Affairs will request that the Chief Diversity Officer approve the candidate(s) recommended for hire.

The Program Goals as set forth in the Affirmative Action Plan further detail the University's Affirmative Action requirements for the hiring process of all positions. As President of WCSU, I am committed to the University adhering to and meeting the program goals and timetables as set forth in the plan. The University is well positioned to continue Affirmative Action progress, and I will continue to exercise leadership and commitment to achieve all of the goals and timetables as set forth in the WCSU Affirmative Action Plan.


This policy statement is not limited to employment practices, but extends to services and programs provided by the University. All executive, administrative, and supervisory personnel are expected to discharge their affirmative action responsibilities, in word and deed, consistent with the University's objective to establish and implement affirmative action and equal employment opportunity for all qualified persons.

As President of Western Connecticut State University, I pledge to make every good faith effort to realize all of the goals and timetables as set forth in the WCSU Affirmative Action Plan, and as required by pertinent state and federal legislation as set forth in the Affirmative Action Plan. Electronic (and/or paper) copies of the Affirmative Action Plan have been designated (and disseminated) to representatives of the campus locations: Haas Library, the President's Office, the Provost and Office of the Vice President for Academic Affairs, the Office of the Vice President for the Division of Student Affairs, Human Resources Department, the Office of Diversity and Equity and online at www.wcsu.edu/diversity.

During the 2019 reporting period, Mrs. Jesenia Minier-Delgado has served as the appointed Chief Diversity Officer. Mrs. Minier-Delgado is responsible for overseeing the Office of Diversity and Equity and to monitor and execute the Affirmative Action and Equal Employment Opportunity programs at the University. Mrs. Minier-Delgado is the University's full-time Affirmative Action Officer, ADA and Title IX Coordinator. To this end, the Chief Diversity Officer shall be concerned with equitable treatment to all in the university community. Mrs. Minier-Delgado is located at the Midtown Campus, University Hall, Room 202B, 181 White Street, Danbury, Connecticut, 06810, and can be reached by telephone at (203) 837-8444 or by email at minierdelgadoj@wcsu.edu. Employees and others who wish to file a complaint of discrimination pertaining to WCSU may do so by contacting Mrs. Minier-Delgado.



Dr. John B. Clark, President



Date

Section B
Element No. 2

INTERNAL
COMMUNICATION
Sec. 46a-68-79

Internal Communication

Under Section 46a68-79 and 79(a) of the Affirmative Action Regulations of Connecticut State Agencies, the University's Policy Statement and a summary of the objectives of the University's Affirmative Action Plan ("Plan") are published and distributed each year on campus. Copies of the policy statement and objectives are available in the Office of Diversity and Equity as well as being included in the CSCU online employee training portals as well as the orientation materials given to all employees. These materials are also posted on the University's webpage for the Office of Diversity and Equity at www.wcsu.edu/diversity. The Affirmative Action Policy Statement continues to be included in University catalogues and this described practice will continue.

- (a) Western Connecticut State University has adopted the practice of annually distributing the Policy Statement and a summary of objectives of the Plan. The method of dissemination is by electronic mail (e-mail) to the campus community. The start of the Spring Semester (January/February) has been established as the annual distribution period. The Chief Diversity Officer is responsible for coordinating this process with the appropriate persons and ensuring that distribution takes place. Additionally, the Chief Diversity prepared an "Executive Summary" of the Affirmative Action Plan. This Summary was discussed with all members of the President's Cabinet on September 27, 2018 following approval of the 2018 Plan.

The Chief Diversity Officer is a member of the President's staff. The staff is regularly informed on affirmative action recruiting, hiring, and promotional efforts, as well as recent developments in legal aspects of affirmative action, compliance with the American with Disabilities Act, and new developments in sexual harassment law under Title IX of the Educational Amendment Act. The Chief Diversity Officer meets with the Vice Presidents, Deans, Directors, and Department Heads/Chair to discuss the goals of affirmative action, including strategies for recruitment. Additionally, the Chief Diversity Officer meets with every University search committee to discuss recruitment and hiring strategies to ensure that affirmative action goals are met. The Chief Diversity Officer also serves as a resource for all search committees.

All search committee members will be issued an electronic search materials and training to address the respective campus searches in management/confidential, faculty, administrative/clerkical, service maintenance and/or protective services. The University search materials and training detail the roles and responsibilities of search committee participants when conducting an affirmative action search (the referenced electronic search manual will be finalized and available *tentatively by or before December 31, 2019*). In the meantime, the University will continue to utilize the available brochure (attached) named "A Guide for Search Committees" available as a point of reference until the search manual is completed and finalized.

- (b) It is University current (and continued) practice to have the Chief Diversity Officer maintain copies of all affirmative action related internal communication as well as comments received and noted date such statements were received. The University's Plan shall include a summary of all comments from employees concerning the Plan and note any responses related thereto.

During the review period, the University received *no comments* on the Plan.

The University has engaged in other employment and diversity initiatives. The Office of Diversity and Equity will continuously maintain a library of learning materials (i.e., books, training videos, publications/journals and pamphlets) available to all managers and employees for review.

- (c) The University is in compliance with various training requirements. Training is ongoing and is up to date. Employees regularly receive various forms of university training (see attached documentation), including diversity training. Employees are scheduled for diversity training within (or up to) one year of their hire date. Additionally, information related to the University's Policy on Sexual Misconduct Reporting (sexual harassment) and other non-discrimination policies are distributed to all employees and student groups in the form of posters and brochures. Information related to the Americans with Disabilities Act was also distributed. All University policies related to non-discrimination and sexual harassment (Title IX) provisions are posted as a visibly standard 11x17 poster (see attached documentation) as well as on the University's website at: <http://www.wcsu.edu/diversity/policies-procedures/>.

Diversity training and sexual harassment (Title IX) training are ongoing by hosting bi-annual workshops during the year, and by including diversity training as one component of new faculty and new staff orientation workshops. In accordance with the sexual harassment training and posting requirements, training was also conducted for all new supervisory employees within six months of their assumption of a supervisory position. Supervisors received the two-hour of mandatory (online) training session.

During the reporting period, the following faculty and staff were trained:

Training Title	Total Number of Faculty	Total Number of Staff	Faculty/Staff Training Totals	Gender/Ethnic Breakdown							
				WM	WF	BM	BF	HM	HF	OM	OF
Diversity Training	32	35	67	19	24	3	3	5	6	5	2
Sexual Harassment (Title IX) Training	65	71	136	34	39	13	9	8	12	10	11
Ethnic/Gender Training Totals:											

The University delivered numerous programs and activities along the diversity continuum. These programs and activities include but are not limited to the following: The MLK Community Celebration, Hispanic Heritage Month and Women's History Month programs, and the President's Lecture Series. All of these programs were attended by all levels of University administrators.

The University remains committed to providing programs and activities that enrich the lives of its students, staff and faculty and bridges the learning opportunities that differences can create. The University will continue its efforts to realize programming that provides real world application in changing times.

- (d) In accordance with the Affirmative Action Regulations, it is established that all internal communications pertaining to the Plan, contain a written (and electronic notice by email) to employees on their have the right to review and comment on the Plan during the review period. Every year from January 1st to March 31st is the established time frame for employees to review and comment on the Plan. On January 31, 2019, a memorandum was sent to all WCSU employees (see attached) to inform each person of their right to review and comment on the Plan during the Plan's review period and that all comments should be addressed to:

Mrs. Jesenia Minier-Delgado
Chief Diversity Officer
University Hall 214
181 White St., Danbury, CT 06810
Telephone: (203) 837-8277
Email: miniardelgadoj@wcsu.edu

In accordance with this practice, after notification from the Commission on Human Rights and Opportunities of the disposition of this Plan, a written (and email) notice is sent to all employees informing them of their right to a reasonable period of review and comment on the Plan.

A subsequent notification was sent (by email) on January 31, 2019 (see attached) informing employees of the newly revised Office of Diversity and Equity webpage at www.wcsu.edu/diversity, which included access to an electronic copy of the filed 2018 Plan.

Section B

Element No. 2(a)

INTERNAL
COMMUNICATION

Sec. 46a-68-79

(ATTACHMENTS AND DOCUMENTATION)

Subject: WCSU Affirmative Action Plan
Date: Thursday, January 31, 2019 at 4:45:04 PM Eastern Standard Time
From: Office of Diversity and Equity <ode@wcsu.edu>
To: users-aca <users-aca@wcsu.edu>, users-adm <users-adm@wcsu.edu>, users-stu <users-stu@wcsu.edu>
Priority: High
Attachments: University Memo on Affirmative Action Plan.pdf, image005.jpg, image006.png

Greetings and welcome back to the Spring 2019 semester!

In accordance with the Connecticut Commission on Human Rights and Opportunities (“CHRO”) Affirmative Action Regulations, it is established that all internal communications pertaining to the WCSU Affirmative Action Plan, contain a notice to the university community on their right to review and comment on the Plan during the review period. From January 1st to March 31st is when a requestor can either request to obtain a copy of the Plan and/or review and comment on the Plan.

Thank you,

Office of Diversity & Equity

OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Visit our website: <https://www.wcsu.edu/diversity/>



Aspire.

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OFFICE OF DIVERSITY & EQUITY

MEMORANDUM

TO: All Students, Faculty and Staff

FROM: Jesenia Minier-Delgado
Chief Diversity Officer

DATE: January 31, 2019

RE: 2018 Affirmative Action Plan

Greetings and welcome back to the Spring 2019 semester!

In accordance with the Connecticut Commission on Human Rights and Opportunities (“CHRO”) Affirmative Action Regulations, it is established that all internal communications pertaining to WCSU Affirmative Action Plan (“Plan”), contain a notice to the university community on their right to review and comment on the Plan during the review period.

From January 1st to March 31st is when a requestor can either request to obtain a copy of the Plan and/or review and comment on the Plan. You may review and comment on the Plan during the above-mentioned review period, and comments should be addressed to:

Mrs. Jesenia Minier-Delgado, Chief Diversity Officer
University Hall 214
181 White St., Danbury, CT 06810
Telephone: (203) 837-8277
Email: minierdelgadoj@wcsu.edu

In accordance with this practice, after notification from CHRO on the disposition of the Plan, a written (and emailed) notice is sent to advise the university community of the linked electronic access to the filed (and approved) Plan at: <https://www.wcsu.edu/diversity/wcsu-approved-affirmative-action-plans/>.

During this time, please feel free to send any noted questions and/or comments about this action or to request a paper copy of the Plan. Thank you.

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

WWW.WCSU.EDU/DIVERSITY/

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Does the search committee make the final hiring decision?

No. The search committee's role is to recommend candidates for the position.

Is the Chief Diversity Officer a member of the search committee?

No. The Chief Diversity Officer is an advisor to the search committee.

Is a search committee's work confidential?

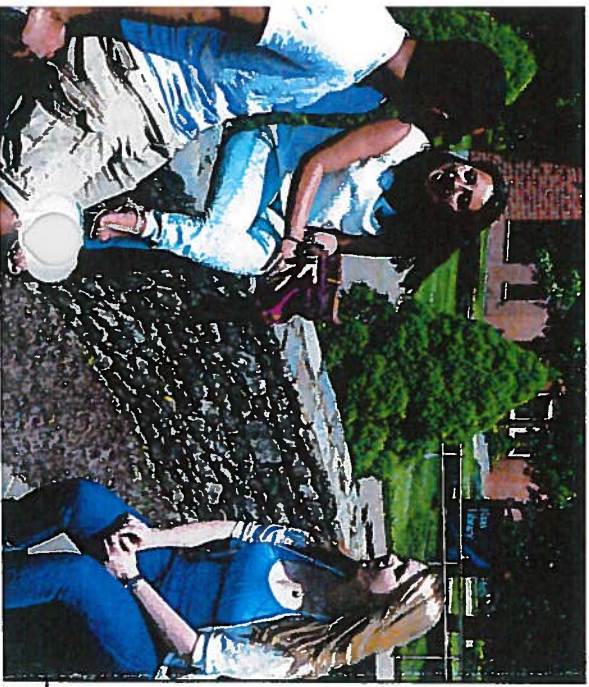
Documents and discussions pertaining to applicants and the search committee are confidential. In accordance with the State's record retention schedule, search committee documents and records (not an individual's notes) must be retained for three years after the conclusion of a campus search. Search committee documents and records are subject to disclosure in accordance with Connecticut's Freedom of Information Act, CGS § 1-200 et seq.



A Guide for SEARCH COMMITTEES

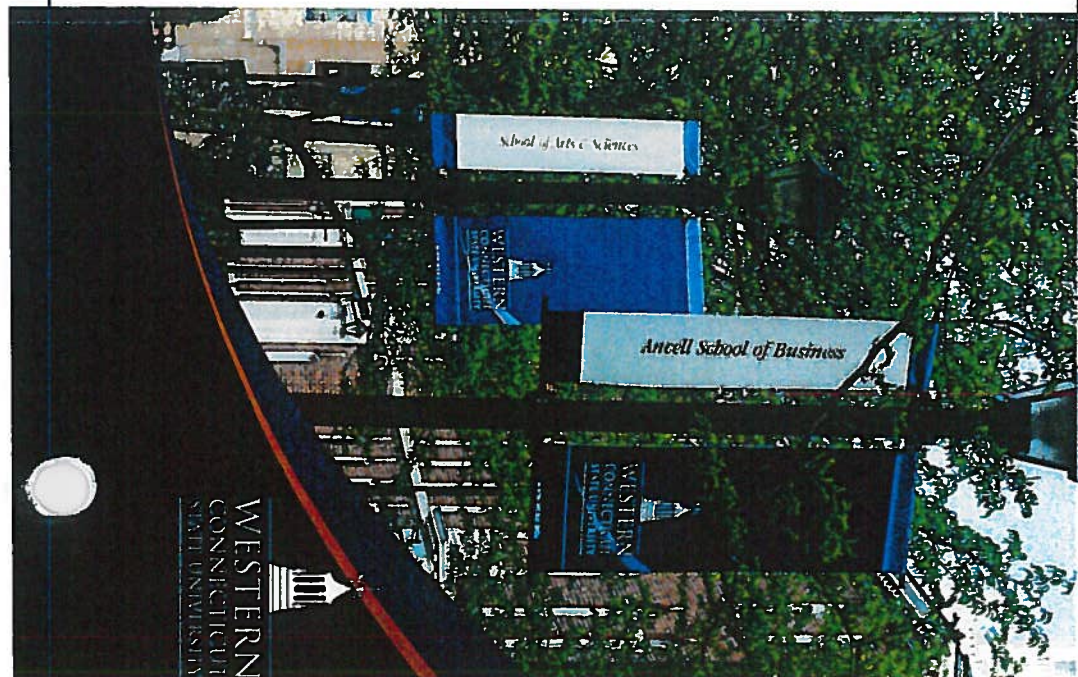
For more information, please contact:

Jesenia Minier-Delgado, Chief Diversity Officer
University Title IX and ADA Coordinator
Office of Diversity and Equity
University Hall, Room 214
Telephone: (203) 837-8444
Email: minierdelgadoj@wcsu.edu



**WESTERN
CONNECTICUT
STATE UNIVERSITY**

181 White Street, Danbury, CT 06810



**WESTERN
CONNECTICUT
STATE UNIVERSITY**



What is a search committee's role?

A search committee's primary role is to identify candidates that can successfully perform the job responsibilities. A search committee also serves as an ambassador group for the University, providing information to applicants/candidates and helping to recruit, promote and persuade applicants/candidates to pursue employment at WCSU.

Why does the University use an Affirmative Action search committee process?

The University must make sure that applicants have equal opportunities for employment through consistent, fair and thorough hiring and selection procedures. The University's established process is an integral component of the University's Affirmative Action Plan titled with the Connecticut Commission of Human Rights and Opportunities (CHRO). In keeping with the University's legal mandate, search committees work closely with the Chief Diversity Officer and Chief Human Resources Officer to recruit and fill vacant positions. After a search committee screens and interviews applicants, finalists are recommended to the hiring supervisor.

Who selects a search committee?

Depending on the position, a search committee may be formed by a Department Head/Hiring Supervisor, Dean, Vice President and/or the University President. Some collective bargaining agreements provide one representative to serve on a search committee. Search committee members are requested to serve voluntarily. The University President reserves the right to have representation on all search committees and/or approve all such search committees. The Chief Diversity Officer serves as the President's designee for reviewing and approving the composition of a search committee.

When is a search committee formed?

As soon as a position is approved for recruitment, a search committee may be formed.

When should a search committee begin its work?

As soon as possible. Once a position is advertised, the Hiring Supervisor arranges the initial meeting in conjunction with the Chief Diversity Officer. Search committees that form and begin their work promptly generally have a better opportunity for success. Candidates that apply at our University often are also applicants at other employers—the sooner the search committee is prepared to consider candidates, the more competitive our University can be.

Who should attend the initial search committee meeting?

All committee members, the Hiring Supervisor and the Chief Diversity Officer. Others may be requested to attend as necessary.

What is the purpose of the initial search committee meeting?

In your first meeting as a search committee, you will be given various materials from the hiring supervisor, HR and the Chief Diversity Officer that provides an in-depth description of the position and campus search process. The Chief Diversity Officer will provide you with a review of search committee responsibilities and the campus search process. This initial meeting also introduces you to the Search Committee Chairperson, as well establishes an estimated time frame for completing the search committee's work. The Search Committee Chairperson is the liaison to the Chief Diversity Officer and coordinates future meetings with the search committee. The search committee establishes screening criteria within the position requirements/guidelines of the position announcement. These selection criteria are established by the hiring supervisor and reviewed by the Search Committee before the position announcement is posted. Resumes are reviewed.

What should a search committee do if technical or unanticipated questions or concerns arise during the course of the search committee's work?

The Search Committee Chairperson must consult with either (or both) the Chief Diversity Officer and/or the Chief Human Resources Officer, who, along with their staffs, will be available to help the search committee throughout the search process.

How does the search committee get applicants' resumes?

Applicants for non-teaching searches are submitted to Human Resources, which is responsible for logging all resumes and providing copies to the search committee and the Chief Diversity Officer at the end of the application period. Applications for teaching faculty are submitted electronically to facultyvitae@wcsu.edu. This mailbox is monitored and maintained by the Chief Diversity Officer, who is responsible for making applications available to the search committee.

Do the selection criteria have to be approved?

Yes. After the Search Committee Chairperson agrees to the selection criteria, the Search Committee Chairperson reviews the criteria with the Chief Diversity Officer.



NOTICE OF NON-DISCRIMINATION & SEXUAL VIOLENCE/TITLE IX

It is the policy of Western Connecticut State University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to 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, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal and state laws. This policy is set forth more fully in the university's Affirmative Action Policy Statement and Complaint Grievance Procedures.

Sexual and gender harassment, sexual violence and staking are prohibited. This policy is set forth fully in the Connecticut University System Sexual Harassment Policy and the University Policy regarding Sexual Misconduct Reporting, Support Service and Processes. It is also the university's policy to provide reasonable accommodations when appropriate to employees with disabilities, those observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation is also prohibited.

The following person(s) have been designated at Western Connecticut State University to handle inquiries and complaints related to all the above-mentioned policies:

Jesenia Minier-Delgado , Chief Diversity Officer University Title IX and ADA Coordinator Office of Diversity and Equity	University Hall, Room 214 (203) 837-8444. jminierdelgado@wcsu.edu
OR The following listed personnel from the Campus Response and Resource Team (CaRRT) have been designated to also handle complaints related to the University Policy regarding Sexual Misconduct Reporting, Support Service and Processes :	
Chief Roger Connor WCSU Police Department	Dr. James Roach Avenue (203) 837-9301. connor@wcsu.edu
Lieutenant Richard Montefusco WCSU Police Department	Dr. James Roach Avenue (203) 837-9099. montefusco@wcsu.edu
University Police Dispatch Center WCSU Police Department	Dr. James Roach Avenue (203) 837-9300
Charles Alexander , Director Office of Judicial Affairs	Middtown Student Center, Room 220 (203) 837-8770. alexanderc@wcsu.edu
Dr. Walter Cramer , Dean of Students Division of Student Affairs	Old Main, Room 305 (203) 837-9700. cramer@wcsu.edu
Counseling Center	Middtown Student Center, Room 222 (203) 837-8690. CounselingCenter@wcsu.edu
The Women's Center for Greater Danbury Rayna Havelock, Counselor Advocate Email: havelock@wcsu.edu , rayna.H@wccgd.org Sydney Trezza, Counselor Advocate Email: trezza@wcsu.edu , sydney.trezza@wccgd.org Women's Center Helpline: 203-731-5200 Sexual Assault Hotline: 203-731-5204 Domestic Violence Hotline: 203-731-5206	Middtown Campus, Higgins Hall Annex, Room 105-G (203) 837-3939 Western Campus, Campus Center, 3rd Floor, Room 300E By Appointment Only Main Office: 2 West Street, Danbury, CT 06810

Section C
Element No. 3

EXTERNAL
COMMUNICATION &
RECRUITMENT STRATEGIES

Sec. 46a-68-80

External Communication

Under Section 46a-68-80(a) of the Affirmative Action Regulations of Connecticut State Agencies, Western Connecticut State University sends, on a regular basis, written expression of the University's commitment to diversely recruit for current positions.

- (b) Western Connecticut State University has put itself on public record as an Affirmative Action/Equal Employment Opportunity Employer. Consistent with that posture:
 - (1) Written expression of the University's commitment to Affirmative Action and Equal Employment Opportunity and a notice of job availability to the list of recruiting sources and organizations that are capable of referring qualified applicants for employment. Effective September 1, 2017, the Office of Diversity and Equity implemented a directory called "*The Diversity Resource Guide For Job Advertisements*" that lists various diverse recruitment sources, centers, institutions and organizations where said written expression and notification of job availability are sent (see attached documentation).
 - (2) On a continuous basis, all union contracts contain a non-discrimination clause. The Chief Human Resources Officer represents the University in collective bargaining between the state and the union. The Chief Diversity Officer annually notifies all unions which represent agency employees for collective bargaining purposes that the University is an Affirmative Action/Equal Opportunity Employer and invites all unions to review and comment upon the University's Affirmative Action Plan. (see attached letters).
- (c) The University has undertaken positive relationship building activity to ensure that affirmative action is more than a paper commitment. The Chief Diversity Officer and the Chief Human Resources Officer as well as other University management officials, such as the University's Vice Presidents, Deans, Managerial and Supervisory staff as well as members of all designated search committees in order to make personal contacts with local, state and national recruitment sources in a concerted effort to maintain a successful, talent pipeline recruitment program.

All employment advertisements include notification that Western Connecticut State University is an affirmative action/equal employment opportunity educator and employer. Except in the case of a bona fide occupational qualification or need, employment advertising does not, and will not make any references to age or gender, and clearly conveys the desire of the University to employ members of under-represented groups. During this reporting period, the Chief Diversity Officer reviews all position announcements and advertising for compliance with this requirement. She will continue the long-standing practice of reviewing all position announcements and advertisements prior to finalization, scrutinizing for artificial barriers and discriminatory language.

The utilization of publication sources that include media that targets a protected class audience in the labor market area(s), most relevant for filling a position, continued to be a part of the University's recruitment program.

Local and national recruitment sources continue to expand, providing a wider base to draw applicants for employment. An affirmative action job search process continues to be an integral component of filling positions, facilitating the involvement of Affirmative Action from the onset of hiring activity to the actual filling of the position. The process keeps affirmative action in the forefront of all hiring activity, but more important, the goals of the Affirmative Action Plan are always under consideration.

Recruitment/outreach activities will now be extended to other known university entities, such as university centers, institutes and associations. A system is in place whereby position announcements are routinely sent to various agencies by the Office of Diversity & Equity for posting and distribution. In return, the university posts employment announcements through the DAS website and by email from other agencies.

As unclassified positions become available, a position announcement is sent to protected class recruiting sources. The announcement is sent in an affirmative effort to reach protected class persons. We want to reach as many potential applicants as we can with notification of employment opportunities. The department that houses the position is requested by the Chief Diversity Officer to make every effort to recruit protected class persons. The professorial (faculty) titles and other known university titles also request to recruit potential minority candidates at professional meetings that often occur at the national level.

As classified positions become available, a system is in place whereby Human Resources routinely notifies classified employees of the employment/promotional opportunity. Classified positions are listed with the Department of Administrative Services (DAS) and advertised in local and regional newspapers, both in print and online. These positions are also sent to recruitment sources that may be helpful in the University's recruitment efforts.

The University continues to utilize various media sources such as newspapers, web sites, publications, and associations conducive to affirmative action efforts. The list include the following: Chronicle of Higher Education, Danbury News Times, Hartford Courant, Northeast Minority News, Stamford Advocate, New Haven Register, Connecticut Post, Immigrant, Student Affairs Placement, Career Builders, El Canillita, Waterbury Republican, La Tribuna, National Association of College and University Business Officers, National Association of Black Social Workers, American Society of Women Accountants, the American Institute of CPA's, Diverse Issues in Higher Education, Education Week, AACTE, CEA, Black Collegiate, Chemical Engineering News, NCAA News, Historically Black College Career Center, ACA Career Center, Counseling Today, Black Nurses Association, APA Monitor, New England Psychologist Newsletter, Connecticut Psychological Association Newsletter, Connecticut Association of Professional Financial Aid Administrators, NADOHE, NEACUHO, ASJA, College and Research Library, ACSM Health and Fitness Journal, American Journal of Physical Health

Education, Journal of Health Education, American Public Health Association, Career Mart, American Journal of Public Health, Academic Careers, Council for Support and Advancement of Education, University of Bridgeport Daily, AACN, American Journal of Nursing, Journal of Nursing Education Minority Nurse Newsletter, and Journal of Cultural Diversity.

The University maintains membership status with the following organizations as another means of expanding its Hispanic recruitment efforts:

1. Connecticut Association of Latin Americans in Higher Education;
2. The Hispanic Center of Danbury

The Office of Diversity and Equity maintains an annual subscription to Diversity.com and various other websites for recruiting, which includes but is not limited to the following: Health-Net, CAHALE.com, Career Builders.com, NACHUO.net, Higheredjobs.com, Fairfield County Jobs.com, DAS website, NASPA.com, Academic Careers on Line, Sciencejobs.com, NCAA News website, ACA Career Center website, Counseling Today website, APA Monitor website, New England Psychologist website, Connecticut Psychological Association website, Telecomcareers.net, Computerwork.net, NACCU website, Student Affairs.com, Journal of Health Education website, American Journal of Nursing website, Journal of Nursing Education website, Minority Nurse Newsletter website, Journal of Cultural Diversity website, Academic Careers Online, AACN website, ABNF website, Telecomcareer.net, and Computerwork.com. These media sources are used in direct correlation with the related vacancy; and therefore, not all position announcements will appear in each venue.

Effective January 1, 2018, the Chief Diversity Officer facilitated an institutional membership through June 30, 2019 with the Metropolitan New York and Southern Connecticut Higher Education Recruitment Consortium (HERC) as a recruitment source and target recruitment efforts with their 26,000+ users to post and advertise all faculty and administrative open positions primarily across the tristate area (i.e., Northeast region). Finally, all positions continue to be advertised on the University website.

All bidders, contractors, subcontractors and suppliers of materials are continuously notified of the University's Affirmative Action Policy. In keeping with University practice, all bidders, contractors, subcontractors and suppliers of materials are notified that the University will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials who discriminates against members of any class protected under Section 4a-60a and 4a-60 of the Connecticut General Statutes.

The participation of minority business enterprises meeting qualifications established in regulations issued pursuant to the Connecticut General Statutes or federal law, is solicited and encouraged. The University refrains from knowingly doing business with any bidder, contractor, subcontractor, or supplier of materials debarred from participation in any federal or state contract program, or found to be in violation of any state or federal anti-discrimination law; and will promptly report any behavior inconsistent therewith to the

Commission or other appropriate authorities for investigation; and encourages bidders, contractors, subcontractors, or suppliers of materials to develop and implement affirmative action plans of their own.

The Office of Diversity & Equity continues to utilize recruitment directories and publications that provide outreach to peoples in protected and underutilized populations. The directory includes hundreds of sources and additional sources continue to be added on the ongoing basis. The list of directories and publications include the following:

Association of University Centers on Disability Resource Directory: This directory is a resource that aids in the University's outreach to persons with disabilities by providing the identification of outreach sources by name and address.

Big Ten Academic Alliance Directory of Minority, Ph.D., MFA and MLS Candidates and Recipients: Contains a listing of advance graduate students who are in the final phase of their doctoral work at various New England campuses.

Biomedical Sciences Careers Program New England Resource Directory: Provides information to students, advisors, and administrators on outreach efforts, internships and biomedical/science related programs at New England institutions, hospitals, and biomedical and biotechnology organizations.

CollegeCalc Directory of New England Colleges, Universities and Institutes: Contains a complete listing of all New England colleges, universities and institutes including degrees offered at each and personnel information with title for each.

HBCU Connect: Contains a national listing of minority from research universities in the United States, as well as pertinent academic information pertaining to the persons listed.

Hispanic Outlook on Education: A national higher education publication, tantamount to a counterpart for the Diverse Issues in Higher Education, advertises positions and discusses issues in American higher education.

Minority Postdoc for Minority and Women Doctoral Directories: Contains a national listing of minority and women from research universities in the United States, as well as pertinent academic information pertaining to the persons listed.

Permanent Commission on the Status of Women (PCSW) 2014 Directory of Women's Organizations in Connecticut: Contains over 500 entries listed alphabetically by county, with contact names, addresses, telephone and fax numbers for each organization.

The Ph.D. Project: Contains a listing of doctoral students who are in the final phase of their doctoral work at various minority serving institutions (MSI) across the United States.

UnivSearch Higher Education Directory: A directory of accredited postsecondary, degree granting institutions that are accredited by regional, national, professional and specialized agencies recognized by accrediting bodies of the U.S. Department of Education and the Council of Higher Education.

The Office of Diversity & Equity maintains a list of email addresses for agencies to which we distribute position announcements and advertisements. The result of this undertaking is readily apparent as is evidenced by timely and consistent follow-up and inquiries to our position announcements. Furthermore, the University receives all applications via electronic submission and the Office of Diversity & Equity collects Affirmative Action data electronically from all applications that are submitted electronically.

Western Connecticut State University is easily recognized by its official logo which is placed on all position advertisements. The University send various press releases to radio station networks in Danbury, Hartford, Norwalk, and Bridgeport. Various newspaper media are also used as recruitment sources in Hartford, Bridgeport and Stamford.

When needed, the radio networks utilized are the following:

Hartford	Danbury	Norwalk	Bridgeport
WHCN	WINE	WEFX	WEBE
WKSS	WATR		
WMRQ	WSHU		
WNPR			

The Office of Diversity & Equity and the Human Resources Department maintain an adequate budget for advertising positions and the University continues its involvement with the community and outreach via professional affiliations and memberships, by various University professionals, on a multitude of organizational boards and committees.

The University continues to host meetings, workshops, conferences, etc. for the community and others as the University remains committed to partnering with agencies and organizations that have the potential to attract peoples in the protected and underutilized populations into the University's workforce. Specific connections include, but are not limited to, the following:

CSU Diversity and Equity Committee – The University have representatives who serve as faculty/staff and student advisors for the CSU System Office.

Connecticut Institute For Communities, Inc. - The University is represented on the Board of Directors.

Danbury Youth Services – The University supports the executive staff of the Danbury Youth Services and have collaborated with several offsite events throughout the year.

Governor's Coalition for Youth with Disabilities – The University has served as a participant of the Governor's Coalition for Youth with Disabilities.

The Global Majority – The University continues to be a sponsor of the Connecticut State University Global Majority Retreat, which provides the opportunity to network with other system universities and community college colleagues. The Office of Intercultural Affairs continues to provide financial assistance for employees who want to attend the Global Majority Retreat.

Harambee Youth Center – The University supports the executive staff of the Harambee Youth Center and have collaborated with several offsite events throughout the year.

Hord Foundation – The University continued its positive relationship with the Hord Foundation, an established foundation that serves the Black community of Danbury. The University is represented on the Advisory Board of the Hord Foundation.

Metro New York/Southern Connecticut Higher Education Recruitment Consortium – The Chief Diversity Officer serves as the point of contact and member liaison for this consortium.

Prior to advertising a position, the Chief Diversity Officer reviews the qualifications for appropriateness of content, including Western Connecticut State University's non-discrimination notice and other statements that are articulated in our commitment to employing members of protected and underutilized populations.

In summary, Western Connecticut State University continues its pursuit to expand its external communication activity in furtherance of its commitment to Affirmative Action. Hiring and program goals have been set forth to further strengthen our recruitment capacity.

Contract Compliance

Under Section 46a-68-80(c) of the Affirmative Action Regulations of Connecticut State Agencies, the President of Western Connecticut State University has designated the Chief Diversity Officer to monitor the University's good faith effort in the area of Contract Compliance. The Vice President of Finance and Administration who has overall responsibility for University contracting and purchasing operations is the person accountable to the President for Contract Compliance. This section has been prepared in consultation with and reviewed by the Director of Administrative Services and the Associate Director of Administrative Services who are intimately involved in all contracting projects and are responsible for purchasing activity.

Progress that has been made is reflective of the good faith efforts of the Director of Administrative Services, the Associate Director of Administrative Services, Director of Planning and Engineering, and the Executive Assistant to the President/Chief Diversity Officer, who keep a focus on Contract Compliance and diligently strive to enhance the University's Contract Compliance efforts. It is noted that sexual orientation continues to be cited as a protected class in purchase orders and contracts.

The Chief Diversity Officer is the University's Affirmative Action community liaison for Contract Compliance. These responsibilities include community outreach; follow up visitation, internal collaboration, and other related duties.

As required, the University submitted all required Contract Compliance reports to the Department of Administrative Services/Business Connections. We continue to work diligently in this very important area and continue to see progress. Also, the University has not received any correspondence from Administrative Services or the Commission regarding the above report submissions that reflects negatively on goal achievement. These reports were submitted on a quarterly basis, and copies are provided in this section of the plan. As the University Affirmative Action Plan reporting period straddles two fiscal years, the Contract Compliance reports cover the 4th Quarter of FY 2018 and the 1st through 3rd Quarters of FY 2019 (see attached documentation).

This narrative reflects collective input from the Director of Administrative Services. Good faith efforts were made to increase the number of small and minority business enterprises doing business with the University. The Director of Administrative Services and Associate Director of Administrative Services focused on this initiative, and as a result, were successful in identifying nineteen new SBE/MBE vendors who were awarded contracts.

MBE's include:

- ASA Environmental Products Inc.
- Beaulieu Company LLC.
- Biron Agency
- Caruso Electric

- K and P Facilities Maintenance
- MA Arnold II LLC

SBE's include:

- Above and Beyond Equipment
- Amenta Emma Architects
- PC Blanchette Sporting Goods
- C and C Mechanical Insulation
- Control Systems Inc.
- Herb's Sports Shop Inc.
- Mazzotta Rentals
- Mulvaney Mechanical
- Noriss and Ferraris
- Plumbing Solutions
- Seismic Control
- Stewart Staffing Solutions
- Summit Crane

In addition to the above, contractors who were introducing themselves to the University through a presentation or other means were introduced to the Connecticut DAS Business Connections Set-Aside program. The University continues to update its procurement website to include resources for potential vendors, including resource links for SBE/MBE and bid opportunities at the University. This was done in an attempt to increase the University's opportunities in realizing its goals. Invitation to bid advertisements were placed in LaVoz Hispana as another resource for attracting small and minority businesses. At each bid conference, vendors are informed of the set aside requirements for the bid project, in our ongoing efforts to insure contract compliance. The University also participates in the Connecticut Business Advantage Matchmaker Conference to meet potential new contractors that are registered SBE's and MBE's.

The University aggressively engaged in high volume telephone communication, followed up on leads, maintained collaborative internal communication, and networked with the DAS, other Universities, and local organizations to locate SBE/MBE vendors

The University ensured that projects identified with a construction value of up to \$500,000 were only offered to SBE/MBE state certified businesses. Bid ads were stated as such.

Attention was paid to identifying contractors who have been awarded contracts in an ordinary fashion, but who might qualify as SBE/MBE/WBE certified. The Director of Administrative Services continued to encourage such contractors to secure state certification.

The web page of the State of Connecticut Department of Administrative Services was aggressively utilized for identifying and contacting certified contractors for notification of purchasing and contracting opportunities. The University took a proactive approach to

reaching out, as opposed to a traditional approach of sponsoring a bid and waiting for responses.

To secure proper language for bids and help achieve contracting goals, the University continues to work closely with the Commission on Human Rights and Opportunities. In addition, the "Form of Proposal Set-Aside Worksheet" was added to all construction bids to insure contract compliance with set aside guidelines. The University continues to emphasize this important program and seeks additional opportunities for small and minority business contracting.

The University continues proactive measures and good faith efforts in the area of Contract Compliance. Good faith effort was made in reaching out to persons with disabilities. Outreach continued with WeCahr, with discussions on assisting the University with identifying persons with disabilities who may be interested in participating in the Contract Compliance program. The Chief Diversity Officer conducted outreach to persons with disabilities through Ability Beyond Disability and WeCahr.

The Office Diversity and Equity coordinates an annual presentation for the University community to provide SBE/WBE/MBE and people with disabilities information with information on the Contract Compliance program. The presentation is realized from the invaluable assistance and collaboration from the Offices of Planning and Engineering, and Purchasing. The goal of the workshop/presentation is to increase the number of SBE/MBE/WBE and persons with disabilities that pursue certification by the state.

In addition to the workshops hosted by the University, the Chief Diversity Officer made visits to the following community organizations:

La Tribuna:

A Brazilian newspaper that distributes its paper at no charge in the Greater Danbury area.

The Brazilian Community Center:

The Brazilian Community Center champions issues in the Brazilian community.

Ability Beyond Disability:

The agency specializes in the oversight of residential programs and services. The agency will be a resource for the University's effort to identify businesses owned by individuals with disabilities.

Association of African American Organizations:

Represents organizations with a mission to service the African American community in the Greater Danbury Area. Representatives from the organization were invited to the above referenced information session.

The Hispanic Center of Greater Danbury:

The Hispanic Center of Greater Danbury champions issues in the Hispanic community for Western Connecticut.

The Brazilian Business Expo:

Businesses that promote opportunities within the Brazilian community.

Discussions between the Offices of Diversity and Equity, Purchasing, and Planning and Engineering continued and enabled the collective writing of this section. It has been established that copies of bidding specs are to be provided to the Office of Diversity and Equity. Also, the Director of Planning and Engineering gives an early alert to the Office of Diversity and Equity of upcoming projects. A team outreach strategy is in place to maximize our contract compliance efforts.

The required Contract Compliance reporting forms are included in this section of the Plan. Also included is the University's annual goal calculation sheet and request for exemption. The response from the Department of Administrative Services is also included. The Notification to Bidders form includes persons with disabilities and sexual orientation. This form is part of our bidder's manual. The manual has not been included as a former reviewer has previously indicated that this is not necessary.

For FY 2019, the University was assigned contracting goals totaling \$ 460,310.00 for Small Business Enterprises of which \$115,077.00 is the goal for Minority Business Enterprises for standard purchases. For FY 2019, through the completion of the third quarter, the University realized over 99% of its contracting goals with Small Business Enterprises and over 195% of its contracting goals with Minority Business Enterprises. In addition, for the construction contracting goals totaling \$ 463,550.25, through the end of the third quarter, \$ 896,193.50, has been awarded to small business enterprises of which \$ 224,048.38 was awarded to minority business enterprises.

The March 31, 2019 report provides the yearly summary of the total dollar contracts and number of contracts awarded for the FY 2019. The breakdown of small contractor purchases/contracts, MBE purchases, and MBE good faith efforts are identified. Highlights of this summary include the inclusion of new vendors and the overall strength of SBE/MBE contracting at the University.

The Associate Director of Administrative Services continued to be attentive to Contract Compliance reporting requirements as well as good faith effort contract compliance strategies. Systems are in place to allow for ongoing monitoring and report preparation.

Additional activities that the University continues to find helpful in its Contract Compliance endeavors are:

- Seeking out certified contractors

- Networking
- On site presentations of goods and services by potential contractors
- Direct contact with contractors
- Providing information to contractors about bidding and contracting procedures
- Identifying a person within the University to oversee, monitor and report to the President, the status of contract compliance within the University
- Encouraging certification of small contractors and minority business enterprises
- Internal Communications
- The State DAS web page listing of identifying SBE, WBE, and MBE participants

Problem areas that continue to be noted by the University in its endeavors are:

- Contracts established by the Department of Administrative Services that pre-empt direct contracting with small contractors and/or minority business enterprises
- Competitive bids reserved for set-aside vendors may yield no results that require a re-bid situation. Increased participation is needed in the set-aside program.
- Prices received by set aside vendors tend to be higher because of the cost of doing business in Connecticut.

The good faith effort initiatives that have been undertaken and initiatives that are currently underway will surely continue to strengthen the University in its Contract Compliance endeavors.

Western Connecticut State University will continue its good faith efforts and attentiveness to achieve the highest levels possible in its Contract Compliance program.

Section C

Element No. 3 (a)

EXTERNAL
COMMUNICATION &
RECRUITMENT STRATEGIES

Sec. 46a-68-80

(ATTACHMENTS AND DOCUMENTATION)

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2017-2018

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD	4th	Qw, does your Agency utilize C.O.R.E.?	NO
If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE AND/OR MBE Yes_X_ No___			YES

Agency Name:	Western Connecticut State University
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Report Prepared by:	Mark Case	Agency Number:	
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES		SPECIFY:
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category	
Bartholomew Contract Interiors	P0046687	\$17,123.29	W	
	P0046636	\$1,483.01		
Billings Sports	P0046714	\$7,411.60	SBE	
	Purchasing Card	\$1,236.70		
C&C Janitorial Supplies	P0046683	\$4,319.64	I	
	Purchasing Card	\$2,692.25		
Coach Tours	P0046583	\$881.00	SBE	
Air Equipment Inc.	P0046717	\$1,080.00	SBE	
	Purchasing Card	\$650.00		
Mazene Inc.	14PSX0215	\$3,390.75	W	
Suburban Stationers	P0046655	\$1,280.00	SBE	
	P0046591	\$2,560.00		
Life Safety Service & Supply	Purchasing Card	\$90.00	SBE	
	P0046600	\$12,249.00		
Tower Equipment Co. Inc.	Purchasing Card	\$288.36	SBE	
Mulvaney Mechanical	P0046605	\$3,063.68	SBE	
	P0046735	\$4,363.00		
Flow Tech Inc.	P0046737	\$4,540.00	SBE	
Northeast Generator	P0046724	\$4,393.46	SBE	
	P0046718	\$433.59		
Mercury Cabling Systems	P0046672	\$9,959.44	SBE	
	P0046573	\$4,498.20		
	P0046752	\$6,267.53		
	P0046790	\$367.50		
	P0046789	\$254.51		
Huntington Power Equipment	Purchasing Card	\$628.05	W	
Ryan Business Systems	P0046654	\$985.71	W	
SBE/MBE TOTAL		\$ 77,883.97		

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2018

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 4th Fiscal Year Period

ENTER THIS QTR- 4th

Agency Name:	Western Ct. State University	Agency Number:	7803
Prepared by:	Mark Case	E-mail Address:	casem@wcsu.edu
Tel. # -	203-837-8657	<i>Please submit a digital copy of this form to joshua.goldberg@ct.gov</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$120,739,890
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$1,841,239
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$460,310
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$115,077

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$3,286,181.53	307	\$16,315,912.30	1,321

6) Total Agency FY Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$77,883.97	19	\$950,109.73	121
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)			\$117,140.00	15
D) Disabled Individual (D)				
E) Hispanic (H)			\$234,195.00	5
F) Iberian Peninsula (I)	\$14,131.53	4	\$28,832.78	8
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$24,150.81	5	\$242,956.85	31
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)				
WBE TOTAL [Lines L - W]	\$24,150.81	5	\$ 242,956.85	31
MBE TOTAL {Lines A - W}	\$38,282.34	9	\$ 623,124.63	59

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter **3rd** Fiscal Year Period:

ENTER THIS QTR- **3rd**

Agency Name:	Western Connecticut State University	Agency Number:	7803
Prepared by:	Mark R. Case	E-mail Address:	casem@wcsu.edu
Tel. # -	203-837-8657	<i>Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO c/o 25 SHELTON ST. Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$132,627,479.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$3,584,774.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 896,193.50
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 224,048.38

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$4,065,740.53	2,307	\$13,036,189.56	2,886
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$159,453.50	22	\$919,676.28	96

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)	\$2,261.28	1	\$178,285.73	4
D) Disabled Individual (D)				
E) Hispanic (H)			\$2,159.00	1
F) Iberian Peninsula (I)	\$9,413.11	3	\$25,903.25	8
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$25,185.20	8	\$257,202.27	42
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 25,185.20		\$ 257,202.27	
MBE TOTAL (Lines A - W)	\$ 36,859.59		\$ 463,550.25	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year
 2018 - 2019

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY!!!

FY QUARTER PERIOD	Third	In reporting data below, does your Agency utilize C.O.R.E.?	YES
If not utilizing C.O.R.E. , DID YOU VALIDATE COMPANY AS A CURRENT SBE AND/OR ? Yes			NO X

Agency Name:	Western CT State University
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Report Prepared by:	Mark Case	Agency Number:	
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES		SPECIFY:
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category	
All Star Cleaning Supplies	P-Card	\$103.72	SBE	
New England Uniform Company	P-Card	\$1,226.00	SBE	
C & C Janitorial Supplies	P-Card	\$73.68	I	
	P0047520	\$376.95		
	P0047520	\$8,962.48		
Swan Associates	P-Card	\$1,084.60	SBE	
Tower Equipment	P-Card	\$998.17	SBE	
Bartholomew Company	P-Card	\$350.00	SBE	
Northeastern Communication	P-Card	\$485.00	SBE	
Coach Tours	P0047474	\$1,182.50	W	
	P0047482	\$3,630.00		
Suburban Stationers	P0047488	\$60.80	SBE	
New England Masonry and Roofing	13PSX0235	\$11,914.00	W	
Ryan Business Systems Inc.	P0047505	\$1,301.40	W	
	P0047529	\$212.50		
Fire Protection Testing Inc.	P0047516	\$60,000.00	SBE	
Mazene Inc.	14PSX0215	\$2,774.25	W	
New England Masonry and Roofing Co.	P0047542	\$2,564.35	W	
Flow Tech Inc.	P0047541	\$5,385.00	SBE	
Streamline Aquatics	P0047536	\$1,606.20	W	
Pro-Klean Cleaning & Restoration	P0047545	\$52,900.62	SBE	
Sampence Ventures dba Benman Industries	P0047530	\$2,261.28	B	
		\$159,453.50		

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2019
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - *for Reporting Capital Improvement Expenditures.*
 Please submit a digital copy of this form to Donald.Braman@ct.gov.

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period

ENTER THIS QTR- 2nd

Agency Name:	Western Connecticut State University	Agency Number:	7803
Prepared by:	Mark R. Case	E-mail Address:	casem@wcsu.edu
Tel. # -	203-837-8657		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET
 Page 1 (Summary Page) From The Annual Goals Calculations Report

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY <i>Capital Improvements Expenditures</i> for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$145,888.14	10	\$323,605.72	28

3) Total Agency FY <i>Capital Improvements Expenditures</i> for Purchases and from Minority Business Enterprises (MBE) only. <i>PLEASE CATEGORIZE:</i>				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)			\$13,960.00	2
D) Disabled Individual (D)				
E) Hispanic (H)			\$18,100.00	2
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)			\$103,086.62	7
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ -		\$ 103,086.62	
MBE TOTAL (Lines A - W)	\$ -		\$ 135,146.62	

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

Fiscal Year
2019

BE SURE TO INCLUDE SUBTOTALS FOR EACH MINORITY CATEGORY ON THIS FORM!!!
SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT FOR REPORTING CAPITAL IMPROVEMENT EXPENDITURES

FY QUARTER PERIOD	1st	In reporting data below, does your Agency utilize C.O.R.E.?	YES
If not utilizing C.O.R.E., DID YOU VALIDATE COMPANY AS A CURRENT SBE AND/OR MBE Yes X No _____			NO X

Agency Name:	Western Connecticut State University		
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Report Prepared by:	Mark Case	Agency Number:	7803
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CERTIFIED VENDORS ONLY		ACTUAL EXPENDITURES	
(A) Small Business Enterprise (SBE) OR Minority Business Enterprise (MBE) Vendor Name	(B) State Contract # OR P.O. #	(C) DAS Certified SBE/MBE AMOUNT	(D) MBE Category
Bartholomew Contract Interiors	12PSX0307	\$82,878.62	W
New England Masonry and Roofing	P0047073	\$4,862.00	W
O'Riordan Migani Architects LLC	P0047156	\$7,488.00	W
Kilcourse Specialty Products LLC	P0047064	\$7,858.00	W
Total (W)		\$103,086.62	
Test-Con Inc.	P0047183	\$5,812.00	B
	P0047155	\$8,148.00	
Total (B)		\$13,960.00	
E F & G Construction Inc.	P0047205	\$4,900.00	SBE
Mercury Cabling Systems	13PSX0235	\$23,912.62	SBE
Spec-Clean, LLC	P0047133	\$895.00	SBE
Kohler-Ronan LLC	P0047152	\$12,863.34	SBE
Total (SBE)		\$42,570.96	
Pinnacle Maintenance	13PSX0235	\$18,100.00	H
Total (H)		\$18,100.00	
SBE/MBE TOTAL		\$177,717.58	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR

2019

Back-Up Sheets require Totals for each MBE Category

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - *for Reporting Capital Improvement Expenditures.*

Please submit a digital copy of this form to Donald.Braman@ct.gov.

Fiscal Year Quarter **1st** Fiscal Year Period

ENTER THIS QTR- 1st

Agency Name: Western Connecticut State University
 Prepared by: Mark Case
 Tel. # - 203-837-8657

Agency Number: 7803
 E-mail: casem@wcsu.edu
 Address:

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET
 Page 1 (Summary Page) From The Annual Goals Calculations Report

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 177,717.58	18	\$ 177,717.58	18

3) Total Agency FY Capital Improvements Expenditures for Purchases and from Minority Business Enterprises (MBE) only.
 PLEASE CATEGORIZE:

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
A) American Indian (N)				
B) Asian (A)				
C) Black (B)	\$13,960.00	2	\$13,960.00	2
D) Disabled Individual (D)				
E) Hispanic (H)	\$18,100.00	2	\$18,100.00	2
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$103,086.62	7	\$103,086.62	7
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBETOTAL [Lines L - W]	\$ 103,086.62		\$ 103,086.62	
MBE TOTAL (Lines A - W)	\$ 135,146.62		\$ 135,146.62	



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Mr. John DiSette, President
Administrative & Residual Employees Union
A&R Local 4200
805 Brook Street
Rocky Hill, Connecticut 06067

Dear Mr. DiSette:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

Affirmative action programs play an essential role in ensuring a strong and diverse community by providing general information on accessibility, upward mobility and regulatory awareness to your represented membership. WCSU continues to maintain its status as an *Affirmative Action/Equal Opportunity Employer*. As a continued effort and at your discretion, you are invited to examine WCSU's Affirmative Action Plan ("Plan"). On request, the University's Office of Diversity and Equity will be happy to make the Plan available for review, comment(s) and/or suggestion(s) from your organization and/or your represented members at any time.

In the month of January, I will be reaching out to your represented membership to speak about the University's Affirmative Action commitment, an invitation for review and comment of the Plan as well as the promoted events and/or available resources. If there is a need to discuss my actions moving forward, I would be happy to work with you and your staff to find a convenient time to meet. I hope your busy schedule will allow you to meet with me, but if time does not permit, I am available for contact either by email at minierdelgadoj@wcsu.edu or by telephone at (203) 837-8277. I look forward to working with your organization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jesenia Minier-Delgado".

JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Mr. Jody Barr, President
SUOAF-AFSCME
Eastern Connecticut State University
Willimantic, Connecticut 06226

Dear Mr. Barr:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,

A handwritten signature in blue ink that reads "Jesenia Minier-Delgado".

JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Mr. Ron McLellan, President
Connecticut Employees Union Independent
110 Randolph Road
Middletown, Connecticut 06457

Dear Mr. McLellan:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,


JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

WWW.WCSU.EDU/DIVERSITY



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Connecticut Police & Fire Union
50 Columbus Boulevard, 3rd Floor
Hartford, Connecticut 06106

To Whom It May Concern:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,


JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Mr. Jody Barr, Executive Director
AFSCME, CT Council 4
444 East Main Street
New Britain, Connecticut 06051

Dear Mr. Barr:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,

A handwritten signature in blue ink that reads "Jesenia M. Delgado".

JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Mrs. Louise Williams, President
CCSU-AAUP Office
Marcus White Hall, Room 316-319-322
New Britain, Connecticut 06050

Dear Mrs. Williams:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,

A handwritten signature in blue ink that reads "Jesenia Minier-Delgado".

JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Professor Katy Wiss, President
WCSU-AAUP
181 White Street
Berkshire Hall ("BR"), Room 213A
Danbury, Connecticut 06810

Dear Professor Wiss:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,


JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER



OFFICE OF DIVERSITY & EQUITY

January 23, 2019

Mrs. Rebecca Woodward, President
WCSU SUOAF-AFSCME
181 White Street
White Hall, Room 013
Danbury, Connecticut, 06810

Dear Mrs. Woodward:

The State of Connecticut through all of its agencies continues to engage in a vigorous Affirmative Action program, which includes notifying labor unions of any changes to Western Connecticut State University's ("WCSU" or "University") Affirmative Action commitment. As the University's Chief Diversity Officer, as well as the appointed ADA/504 and Title IX Coordinator, I wish to promote awareness and increased support for the University's Office of Diversity and Equity to support your represented membership about the available resources at WCSU.

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Sincerely,


JESENIA MINIER-DELGADO, MPA
CHIEF DIVERSITY OFFICER

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

WWW.WCSU.EDU/DIVERSITY/

Office of Diversity and Equity

You are here: [Home](#) > [Office of Diversity and Equity](#) > [Search Procedures](#)

Office of Diversity and Equity (ODE)

Mission

Welcome Message from the Chief Diversity Officer

(Approved) University Affirmative Action Plans

Americans With Disabilities Act (ADA) University Statement

Committee(s) and/or Working Group(s)

University Minority Recruitment and Retention Resources

Diversity Programming and Training(s)

Not Anymore/Title IX Online Training Portal

Discrimination Complaints

Search Procedures

The University's search procedures are interpreted from the Affirmative Action Plans by State Government Agencies Regulations Sections **46a-68-75 through 46a-68-114**, inclusive. These procedures are designed to ensure an efficient search process and to provide clear documentation efforts are undertaken by all who serve Western Connecticut State University to support its Affirmative Action Policy and all of the established goals filed in the Affirmative Action Plan. Any questions and concerns can be addressed by the Office of Diversity and Equity (ODE), (203) 837-8278.

Please click here to review the amended Affirmative Action Plans by State Government Agencies Regulations Sections 46a-68-75 through 46a-68-114, inclusive.

You will find links in the below menu for each of the following search procedures:

Search Committee Guidelines (will be published by or after November 1, 2018)

- Management Confidential
- Administrative Faculty (SUOAF)
- Classified – Clerical, Police and Maintenance
- AAUP – Faculty

Search Committee Interview Simulation Exercise

Job interviews are the most popular pre-employment assessment approach available, and they make sense. If you are going to hire someone who you will see for many hours a week, you should try to understand their past accomplishments and establish whether or not you can get along with the person. However, interviews range from unstructured to structured, and results vary depending on who is conducting the interview. Ultimately, as hard as we might try, we are all affected by biases. The interview simulation exercise can allow for applicants (and search committee participants) to navigate the interview process objectively and to evaluate managing any recognized bias one may have during the process.

Diversity Resources and Information

University Policies and Procedures

Search Procedures

What is Title IX and CaRR?T?

Campus Response & Resource Team

Undocumented Student Support Services

University Transgender Guidance

LGBTQ+ Resources (new page coming soon)

Contact Us

Search Documents/Forms

University Search Plan (PDF)

Conflict of Interest Disclosure Form

Sample Applicant Screening Grid

Diversity Resource Guide (PDF)

Best Practices with Interview Biases Sheet (PDF)

Sample Interview Guide/Grid (PDF)

University Finalist Memorandum (DOCX)

**WESTERN
CONNECTICUT
STATE
UNIVERSITY**

Who are you?

▶ Future Students

▶ Current Students

▶ Alumni & Parents

▶ Faculty & Staff

▶ Donors & Friends

▶ Colonial Sports Fans

Quick Links

▶ A to Z Index

▶ Maps & Directions

▶ Academics

▶ Athletics

▶ Blackboard Learn

Contact us

Western Connecticut State University
161 White Street
Danbury, CT 06810

703.837.9000

Contact the University

Questions? Chat with us!



HR/ODE PAF INFORMATION (DO NOT FILL)

SEARCH NO.: _____

POSITION TITLE: _____

OFFICE OF DIVERSITY & EQUITY

UNIVERSITY SEARCH PLAN

INSTRUCTIONS: Please fill and complete all sections of this form. You must attach the approved Position Action Form (PAF) and Organizational Chart (if needed). Submission of an incomplete search plan will be returned.

Requestor's Name/Title: _____ PAF Approval Date: ____/____/____
Department: _____ Request Date: ____/____/____
Office/Contact Number: _____ Email Address: _____

POSITION CLASSIFICATION:

Position Name: _____

- MANAGEMENT/CONFIDENTIAL
- ADMINISTRATIVE & RESIDUAL
- CLERICAL
- SUOAF
- AAUP (UNIVERSITY FACULTY)
- MAINTENANCE
- POLICE (CT FIRE AND POLICE UNION)

POSITION STATUS:

VACANCY/REFILL POSITION REPOSTING Number of positions to fill: _____

SEARCH COMMITTEE COMPOSITION:

INSTRUCTIONS: List the proposed Chairperson and search committee participants. Give careful consideration to a diverse search committee. Before you make any selection, please extend an invitation to the proposed participant(s) listed to serve and include in the below chart. Final confirmation of the proposed search committee selection will be made by the Chief Diversity Officer based on the following:

- Has the participant served on three or less campus searches in an academic year?
- Does the participant have direct/collaborative knowledge of the position, department needs and challenges?
- Can the participant provide fair and impartial judgment with the applicant/interview process?
- Can the participant commit to a minimum of a three (3) month (or less) timeframe depending on the campus search?

No.	Participant Name (First/Last Name)	Department/Division	Position/ Title	(Select) Direct or Collaborative Affiliation	To be completed by either CDO or Human Resources	
					Gender	Race
1.	Chairperson:					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Attach any additional selections on a separate page, as needed.

Note: Additional participant selections can be made for either (or both) student and/or union representation depending on the collective bargaining agreement for the position/vacancy. Please check with the Human Resources Office and/or the Office of Diversity and Equity for directed details and advisement.

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

www.wcsu.edu/diversity

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



HR/ODE PAF INFORMATION (DO NOT FILL)

SEARCH NO.: _____

POSITION TITLE: _____

OFFICE OF DIVERSITY & EQUITY

RECRUITMENT SOURCES:

INSTRUCTIONS: Please list all planned recruitment activities, including contacts with colleges and universities, advertisement(s) in professional journals and/or newspapers, use of certification lists and/or applications on file. Describe recruitment activities to attract applicants from under-represented groups to this pool of applicants.

HUMAN RESOURCES OFFICE ADVERTISEMENT SOURCES:

- CHRONICLE FOR HIGHER EDUCATION
- INTERNAL SUOAF POSTING
- DIVERSE: ISSUES IN HIGHER EDUCATION
- INTERNAL BOR POSTING
- OTHER: _____
- HIGHEREDJOBS.COM

WCSU DIVERSITY RESOURCE GUIDE SELECTION(S):

PROFESSIONAL ASSOCIATIONS/ORGANIZATIONS:

DIVERSITY WEBSITES/PUBLICATIONS:

UPCOMING CONFERENCES/MEETINGS NOTICE(S):

SEARCH CERTIFICATION:

I, _____, affirm my time commitment as the Chairperson of the search committee and understanding on maintaining confidentiality of the employment deliberations as prescribed by CSCU Policy and the guidelines set forth in the campus search.

Chairperson Signature: _____ Date: ____/____/____

DEPARTMENT/DIVISION AFFIRMATION:

Dean/Director Signature: _____ Date: ____/____/____

Vice President's Signature: _____ Date: ____/____/____

Search Plan Approval Status:

- Search Plan Approved
- Search Plan Modified
- Search Plan Returned

CDO Signature: _____ Date: ____/____/____

Comments: _____



OFFICE OF DIVERSITY AND EQUITY

**DIVERSITY RESOURCE GUIDE
FOR
JOB ADVERTISEMENTS**

DRAFTED 7.14.2017
FINALIZED ODE 8.15.2017
UPDATE ODE 9.28.2018

DIVERSITY RESOURCES

Diversity Central

The Gildeane Group
13751 Lake City Way NE, Suite 210
Seattle, Washington 98125-8612
(206) - 362-0336
www.diversityhotwire.com

Diversity Inc. Career

(732) 509-5250
www.diversityinc.com

Diversity Job Fairs

385 West John Street
PO Box 38
Hicksville, NY 11801
<http://diversityjobfairs.jobexpo.com>

Diversity Search

805 SW Broadway, Suite 2250
Portland, OR 97205
(503) 221-7779 / (503) 221-7780 Fax
www.diversitysearch.com

Doctoral Scholar Program

Southern Regional Education Board
592 10th St. N.W.
Atlanta, GA 30318-5790
Director, Ansley A. Abraham Jr
404- 875-9211, Ext. 273
www.sreb.org/programs/dsp/zone/scholar_zone.asp

Employ Diversity

1671 The Alameda, Suite 303
San Jose, CA 95126
(408) 293-1299 / (408) 279-5899 Fax
www.employdiversity.com

Hire Diversity

425 Pine Avenue
Santa Barbara, California 93117
www.Hirediversity.com
(800) 810-7521 (Phone)
(805) 964-7239 (Fax)

IM Diversity

909 Poydras St., 36th Floor
New Orleans, LA 70112
(504) 523-0154
www.lmdiversity.com

Minority Executive Search

P.O. Box 18063
Cleveland, Ohio 44118
(216) 932-2022 / (216) 932-7988 Fax
www.minorityexecsearch.com

Minority Online Information Service

www.molis.org

Minority Professional Network

P.O. Box 55399
Atlanta, Ga. 30308-5399
(888) 676-6389 or (770) 322-9323
www.minorityprofessionalnetwork.com

National Association of Multicultural Edu.

733 Fifteenth Street NW, Suite 430
Washington, DC 20005
(202) 628-6263 / (202) 628-6264 Fax
www.nameorg.org

***National Urban League**

120 Wall Street
New York, NY 10005
(212) 558-5300 (Phone)
(212) 344-5322 (Fax)
www.nul.org

***NAFSA: Association of International Educators**

ATTN: Conecting our World
1307 New York Avenue, NW, Suite 800
Washington, DC 20005-4701
(202) 495-2559 (Phone)
(202) 737-3657 (Fax)
www.nafsa.org

The Multicultural Advantage

Covergence Media, Inc.
(425) 296-6109
www.multiculturaladvantage.com

The National Minority Employment Network

P.O. Box 30
New Haven, CT 05762
(888) 919-1112
www.Nemnet.com

Union of Radical Political Economist

Gordon Hall, University of Massachusetts
418 N. Pleasant Street
Amherst, MA 01002
(413) 577-0806 (Phone)
(413) 577-0261 (Fax)
www.urpe.org

Working Class Study Association

Center for Study of Working Class Life
(631) 632-7536
Dept. of Economics
SUNY at Stony Brook
Stony Brook, NY 11794-4348
www.workingclass.suny.sb.edu

Workplace Diversity

3 Regent Street, Suite 304
Livingston, New Jersey 07039
(973) 992-7311
www.workplacediversity.com

GENERAL RESOURCES

AFRICAN AMERICAN

100 Black Men America Inc.

World Headquarters
141 Auburn Avenue
Atlanta, GA 30303
(404) 688-5100 (Phone)
(404) 688-1028 (Fax)
www.100blackmen.org

Coalition of Black Trade Unionist

1050 17th Street, NW Suite 605
Washington, DC 20036
(202) 496-5300
www.cbtu.org

Mailing Address:

CBTU National Office
PO Box 6628
Washington, DC 20035

National Coalition of 100 Black Women

1925 Adam C. Powell Jr. Blvd. Suite 1L
New York, NY 10026
(212) 222-5660 (Phone)
(212) 222-5675 (Fax)
www.nc100bw.org

National Urban League

120 Wall Street
New York, NY 10005
(212) 558-5300 (Phone)
(212) 344-5322 (Fax)
www.nul.org

The Africa America Institute

Graybar Building
420 Lexington Ave, Suite 1706
New York, New York 10170-0002
(212) 949-5666 / (212) 682-6174 Fax
www.aaionline.org

**The Institute for Research on the African
Diaspora in the Americas and the Caribbean
IRADAC****The Graduate Center**

365 5th Avenue – Room 7114
New York, NY 10016
(212) 817-2070 (Phone)
(212) 817-1579 (Fax)
<http://web.gc.cuny.edu/iradac/index.htm>

United Negro College Fund
8260 Willow Oak Corporate Drive
PO Box 10444
Fairfax, Virginia 22031-8044
(800) 331-22444

NY Office:

United Negro College Fund, Inc.
120 Wall Street, 9th Floor
New York, New York 10005
(212) 820-0140 (Phone)
(212) 820-0157 (Fax)
www.uncf.org

ASIAN AMERICAN

Asian Diversity Inc.
1270 Broadway, Suite 703
New York, NY 10001
Tel. 212-465-8777
Fax 212-465-8396
www.adiversity.com

**National Association of Asian-American
Professionals**

P. O. Box 52030
Boston, MA 02205
www.naaap.org

Asian American Federation of New York

120 Wall Street, 3rd Floor
New York, NY 10005
(212) 344-5878 / (212) 344-5636 Fax
www.aafny.org

Organization of Chinese Americans

1001 Connecticut Ave., NW #601
Washington, DC 20036-5527
(202) 223-5500 / (202) 296-0540 Fax
www.ocanatl.org

HISPANIC AMERICAN/ LATIN AMERICAN

ASPIRA National Office
1444 Eye Street NW, Suite 800
Washington DC 20005
(202) 835-3600 / (202) 835-3613 Fax
www.Aspira.org

ASPIRA (NY)
520 Eight Avenue, 22nd Floor
New York, NY 10018.
(212) 564-6880
www.nyaspira.org

ASPIRA (BX)
2488 Grand Concourse, Suite 424
Bronx, NY 10458
(718) 508-0013
www.nyaspira.org

ASPIRA (NJ)
390 Broad Street, 3rd Floor
Newark, New Jersey 07104
(973) 484-7554 / (937) 484-0184 Fax
http://nj.aspira.org

ASPIRA (CT)
95 Park Street
Hartford, Ct. 06106
((860) 218-2020
www.ct-aspira.org

ASPIRA (PA)
4322 North 5th Street, 3rd Floor
Philadelphia, PA 19140
(215) 455-1300 / (215) 455-6310 Fax
www.Aspirapa.org

National Society of Hispanic Professionals
A/k/a Hispanic Community Professional
8551 West Sunrise Blvd., Suite 302
Plantation, Florida 33322
954-474-6880
www.latpro.com

HISPANIC/LATINO

**Hispanic American Center for Economic
Research (HACER Inc.)**
910 17th Street NW Suite 422
Washington, DC 20006-2605
(202) 558-2544 (Phone)
www.Hacer.org

Statewide Hispanic Chamber of Commerce of NJ

One Gatewat Center, Suite 615
Newark, New Jersey 07302
(201) 451-9512 / (888) 226-1828 Fax
www.Shccnj.org

Hispanic Link News Service

1420 N. Street N.W.
Washington, DC 20005
(202) 234-0280 / (202) 234-4090 Fax
www.hispaniclink.org

Hispanic Network Magazine

6845 Indiana Avenue, Suite 200
Riverside, CA. 92506
800- 433-9675 / (951)276-1700 Fax
www.Hnmagazine.com

Ihispano.com

17 North State Street, Suite 1700
Chicago, IL 60602
888- 252-1220
www.Ihispano.com

League of United Latin American Citizens

2000 L Street N.W., Suite 610
Washington DC 20036
(202) 833-6130
www.lulac.org

National Council of LaRaza

Raul Yzaguirre Building
1126 16th Street, N.W.
Washington, DC 20036
(202) 785-1670
(202) 776-1792 (Fax)
www.Nclr.org

Northeast Regional Office:

New York, New York
(1212) 260-7070
(1212) 260-7039 (Fax)

National Puerto Rican Coalition

1414 I Street N.W. ,Suite 802
Washington, D.C. 20036
(202) 223-3915 / (202) 429-2223 Fax
www.Bateylink.org

Saludos Hispanos

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(951) 303-8035/ 800-730-3560 Fax
www.Saludos.com

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Irving, Texas 75039
(469) 524-1200 / (469) 524-1287 Fax
www.Ser-national.org

CUNY Dominican Studies Institute

The City College of New York
North Academic Building (NA), 4/107
160 Convent Avenue at 138th Street
New York, New York 10031
(212) 650-7496 (Phone)
(212) 650-7489 (Fax)
www.ccnycunyu.edu

ITALIAN AMERICAN**John D. Calandra**

Italian American Institute
25 West 43rd Street 18th Floor
New York, N.Y. 10036
(212) 642-2094 / (212) 642-2030 Fax
<http://qcpages.que.cuny.edu/calandra>

The Coalition of Italo-American Associations Inc.

555 Madison Avenue, 12th Floor
New York, NY 10022
(21) 755-1492 / (212) 755-3762 Fax
www.Italiancoalition.org

Center of Italian/ Italian-American Culture

411 Pompton Avenue
Cedar Grove, NJ 07009
(973) 571-1995 / (973) 571- 199 Fax
www.ciiac.org

National Org. of Italian American Women

25 West 43rd Street, 10th Floor
New York, NY 10036
(212) 642-2003 / (212) 642- 2006 Fax
www.noiaw.com

The National Italian American Foundation

1860 19th Street N.W.
Washington, DC 20009
(202) 387-0600 / (202) 387- 0800 Fax
www.Niaf.org

Literacy Asssitance Center

39 Broadway, Suite 1250
New York, NY 10006
(212) 803-3300 (Phone)
(212) 785-3685
www.lacnyc.org

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8333 Greenwood Blvd
Denver, CO 80221
800-776-8363
www.collegefund.com

American Indian Graduate Center

4520 Montgomery Blvd., NE, Suite 1B
Albuquerque, NM 87109
800- 628-1920
(505) 881-4584 / (505) 884-0427 Fax
www.Aigc.com

National Congress of American Indians

1516 P. Street, NW
Washington DC 20005
(202) 466-7767 (Phone)
(202) 466-7797 (Fax)
www.ncai.org

The Tribal Employment Newsletter

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Kennebunk, ME 04044
(207) 221-2532 (phone/fax)
www.Nativejobs.com

Tribal College Journal of American Indian HE

P. O. Box 720
130 East Montezuma
Mancos, CO 81328
(970) 533-9170 / (970) 533-9145 Fax
www.tribalcollegejournal.org

DISABILITY RESOURCES**Alexander Graham Bell Association for the Deaf and Hard of Hearing**

3417 Volta Place, NW
Washington, DC 20007
(202) 337-5220 / (202) 337-8314 Fax
www.agbell.org

American Council of the Blind

2200 Wilson Boulevard
Suite 650
Washington, DC 20005
800-424-8666
(202) 467-5081/ (202) 467- 5085 Fax
www.acb.org

Association on Higher Education and Disability

107 Commerce Center Drive, Suite 204
Huntersville, NC 28078
(704) 947-7779 (Phone)
www.ahead.org

Job Accommodation Network

P. O. Box 6080
Morgantown, WV 26506-6080
(800) 526-7234/ (304) 293-5407 Fax
<http://janweb.icdi.wvu.edu/>

National Business & Disability Council

201 IU Willets Road
Albertson, NY 11507-1599
(516) 465-1516 (516) 465-3730 fax
(516)747-5355 TTY
www.nbdc.com

Office of Disability Employment Policy (ODEP)

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210
(866) 487-2365 (General inquiries)
(877) 889-5627 (TTY)
www.dol.gov/odep

MUTICULTURAL

Affirmative Action Register

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www.aar-eeo.com

**America's Career InfoNet/Career One Stop
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1-877-348-0502
www.careeronestop.org

Brooklyn Workforce 1 Career Center

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Brooklyn, NY 11201
(718) 246-5219 (phone)
(718) 246-3975 (fax)

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200 N. LaSalle Street, Suite 1100
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(773) 527-3600 or (800) 638-4212
www.careerbuilder.com

**Council for the Advancement & Support
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www.case.org

Educational Resource Group

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www.Ergteach.com

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(631) 421-9421 / (631) 421-0359 Fax
www.eop.com

***Foundation Center –New York**

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(212) 620-4230 or (800) 424-9836
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www.foundationcenter.org/newyork

***Foundation Center –Washington**

1627 K Street, NW Third Floor
Washington, DC 20006-1708
(202) 331-1400 (phone)
www.foundationcenter.org/washington

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(212) 755-1492 (Phone)
(212) 755-3762 (Fax)
<http://neco.org/index.php>

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Atlanta, GA 30303
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(404) 521-0487 (Fax)
www.opportunityknocks.org

Preparing Future Faculty National Office

Council of Graduate Schools
One Dupont Circle, N.W., Suite 430
Washington, D.C. 20036-1173
202- 223-3791 / 202- 331-7157 Fax
www.preparing-faculty.org

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(202) 452-1033 (Fax)
www.chronicle.com

***The Chronicle of Philanthropy**

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Washington DC 20037
(202) 466-1200 (Phone)
(202) 452-2078 (Fax)

VETERANS***Iraq and Afghanistan Veterans of America**

(IAVA)

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New York, NY 10017
(212) 982-9699 (Phone)
(212) 982-8645 (Fax)

Or

Washington D.C. Office

777 North Capitol NE, Suite 403
Washington, DC 20002
(202) 544-7692 (Phone)
(202) 544-7694 (Fax)

<http://iava.org>

National VA Employment Program

James N. Magill
Dir. of Employment Policy
(202) 543-2239/ (202) 543-0961 Fax

U.S. Department of Veterans Affairs

810 Vermont Avenue, NW
Washington, DC 20420

www.va.gov

Veterans Affairs Counseling Center

Brooklyn College
2900 Bedford Avenue, 0303 James Hall
Brooklyn, NY 11210
(718) 951-5105 / (718) 951-3110 Fax
www.brooklyn.cuny.edu

**Veterans Employment and Training Services
(VETS)****(was Hire Vets First)**

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Frances Perkins Building
200 Constitution Avenue
Washington, DC 20210
(866) 4-USA-DOL (Phone)
(877) 889-5627 (TTY)

Job Search-Employment Services:
(202) 693-3046

www.dol.gov/vets

RESOURCES

AFRICAN AMERICAN

African-American Institute

Graybar Building
420 Lexington Avenue, Suite 1706
New York, NY 10170
www.aaionline.org

Contact Mora McClean x 1806
(212) 949-5666 (Phone)
(212) 682-6174 (Fax)

African Studies Institute

Rutgers University
54 Joyce Kilmer Avenue
Piscataway, NJ 08854-8045
www.africanstudies.org
(732) 445-8173 (Phone)
(732) 445-1336 (Fax)

**Association for the Study of Afro-American Life
and History**

CB Powell Building
525 Bryant Street, Suite C142
Washington, DC 20059
www.asalh.com
Contact: Sylvia Cyrus, Exec. Director
(202) 865-0053 (Phone)
(202) 265-7920 (Fax)

Association of Black Sociologists

4200 Wisconsin Avenue NW
PMB 106-257
Washington, DC 20016
(202) 365-1759 (Phone)
(202) 403-3424 (Fax)
info@blacksociologists.org
Listserv: ABSLISTSERV@yahoogroups.com
Contact: Evita Bynum, Exec. Officer
www.blacksociologists.org

HIGHER EDUCATION

Black Issues in Higher Education
10520 Warwick Avenue, Suite B-8

Fairfax, Va. 22030-3136
800-783-3199 or
(703) 385-2981 / (703) 385-1839 Fax
www.blackissues.com

Diverse Issues in Higher Education

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800-783-3199 or
(703) 385-2981 / (703) 385-1839 Fax
www.diverseeducation.com

Lehman College-African American Association

Professor Ronald Ellis
250 Bedford Park Blvd. W. CAB22B
Bronx, NY 10468
(718) 980-8000
www.lehman.cuny.edu

**National Alliance of Black
School Educators**

310 Pennsylvania Avenue S.E.
Washington D.C. 20003
800-221-2654
(202) 608-6310 / (202) 608-6319 Fax
www.Nabse.org

**National Conference of Black Political
Scientists**

Houston Community College
Houston, TX
www.ncobps.org
(713) 718-6060

A. Philip Randolph Institute

815 16th Street, NW 4th Floor
Washington, DC 20006
(202) 508-3710 (phone)
(202) 508-3711 (fax)
www.apri.org

***The Journal of Blacks in Higher Education**

200W. 57th Street, Suite 1304
New York, NY 10019
(212) 399-1084 (Phone)
(212) 245-1973 (Fax)
www.jbhe.com

**HISPANIC AMERICAN/ LATIN AMERICAN
Hispanic Outlook in Higher Education**

80 Route 4 East, Suite 203
Paramus, NJ 07652
(800) 549-8280 (Phone)
(201) 587-9105 (Fax)
www.hispanicoutlook.com

**Latino Justice: Puerto Rican Legal Defense and
Education Fund**

99 Hudson Street, 14th Floor
New York, NY 10013
(212) 219-3360 or (800) 328-2322 (Phone)
(212) 431-4276 (Fax)
www.prldef.org

Hispanic Association of Colleges/Universities

8415 Datapoint Drive, Suite 400
San Antonio, TX 78229
(210) 692-3805 / (210) 692-0823 Fax
www.Hacu.net

HACU National Internship Program

1 Dupont Circle NW, Suite 430
Washington, DC 20036
(202) 467-0893 (Phone)
(202) 496-9177 (Fax)

DISABILITY RESOURCES

Association on Higher Education and Disability

107 Commerce Center Drive, Suite 204
Huntersville, NC 28078
(704) 947-7779 / (704) 948-7779 Fax
www.ahead.org

MULTICULTURAL

American Association for Affirmative Action

888 16th Street, NW Suite 800
Washington, DC 20006
www.affirmativeaction.org
Contact: Shirley Wilcher, Esq, Exec. Director
(202) 349-9855 Ext. 1857 or (800) 252-8952
(202) 355-1399 (Fax)

American Association of University Professors

1133 Nineteenth St., NW Suite 200

Washington, DC 20036

www.aaup.org

Contact: Ruth Flower, Director

(202) 737-5900 (Phone)

(202) 737-5526 (Fax)

**American Association of Collegiate Registrars
and Admissions**

1 Dupont Circle NW, Suite 520

Washington, DC 20036

(202) 293-9161 (Phone)

(202) 872-8857 (Fax)

www.aacrao.org

**National Association for College Admission
Counseling**

1050 N. Highland Street, Suite 400

Arlington, VA 22201

(800) 822-6285 or (703) 836-2222

(703) 243-9375 (Fax)

www.nacac.com

**New York State Association of College
Admissions Counselors**

126 S Swan Street, Suite 101

Albany, NY 12210

(518) 472-1977

(518) 472-1984

National Education Association

1201 16th Street, NW

Washington, DC 20036

www.nea.org

(202) 833-4000 (Phone)

(202) 822-7974 (Fax)

NY Office:

800 Troy-Schenectady Road

Latham, NY 12110-2445

(518) 213-6000

(518) 6414

The Chronicle of Higher Education

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(860) 429-0218 / (860) 429-5183 Fax

www.academickeys.com

Academic Educational Research Association

1403 K Street, N.W. Suite 1200

Washington, D.C. 20005

(202) 238-3200 / (202) 238-3250 Fax

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**American Association for Higher Education
and Accreditation**

2020 Pennsylvania Avenue N.W., #975

Washington, DC 20006

(202) 293-6440 / (877) 510-4240 Fax

www.aahe.org

**American Association of State
Colleges and Universities**

1307 New York Avenue N.W.

Washington, DC 20005

(202) 293-7070

www.aascu.org

American College Personnel Association

One Dupont Circle NW, Suite 410

Washington, DC 20036

(202) 835-2272 / (202) 296-3286 Fax

www.myacpa.org

American Council on Education (ACE)

One Dupont Circle NW

Washington, DC 20036
(202) 939-9300
www.acenet.edu

American Educational Research Association

1430 K Street, NW Suite 1200
Washington, DC 20005
(202) 238-3200 (Phone)
(202) 238-3250 (Fax)
www.aera.net

Doctoral Scholar Program

Southern Regional Education Board
592 10th St. N.W.
Atlanta, GA 30318-5790
Director, Ansley A. Abraham Jr
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www.sreb.org/programs/dsp/zone/scholar_zone.asp

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New York, NY 1007
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(212) 854-1368 (Fax)

Minority Graduate

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Oak Brook, IL 60523
(630) 571-5330
www.minoritygraduate.com

**National Association for Equal Employment
Opportunities in Higher Education**

209 Third Street, SE
Washington, DC 20003
(202) 552-3200 (Phone)
(202) 552-3300 (Fax)
www.nafeo.org

National Collegiate Honors Council

1100 Neihardt Residentc eCenter

University of Nebraska
Lincoln 540 N. 16th Street
Lincoln, NE 68588-0627
(402) 472-9150 (Phone)
(402) 472-9152 (Fax)
www.nchchonors.org

National Minority Careers in Education Expo

Tylin Promotions
1146 N. Mesa Dr. Suite 102-300
Mesa, AZ 85201-3539
www.Deptofed.org

National Minority Faculty Identification Prog.

Southwestern University
1001 East University
Georgetown, Texas 78626
(512) 863-1208 / (512) 863-6511
(512) 863-5788 Fax
www.southwestern.edu/natfacid

National Post Doctoral Association

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Washington, D.C. 20005
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www.nationalpostdoc.org

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WOMEN

Academic Diversity Search, Inc.

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Webster, NY 14580

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(585) 787-13321 (Fax)

www.academicdiversitysearch.com

American Association of University Women

AAUW Educational Foundation

AAUW Legal Advocacy Fund

1111 Sixteenth St. N.W.

Washington, DC 20036

(202) 785-7700 (Phone) / (202)- 872-1425 Fax

www.aauw.org

Coalition of Labor Union Women

815 16th Street, NW 2nd Floor South

Washington, DC 20006

(202) 508-6969 (Phone)

(202) 508-6968 (Fax)

www.cluw.org

Minority & Women's Doctoral Directory

3001 Bridgeway, Suite K119

Sausalito, CA 94965

(415) 332-6933/ (415) 332-4799 Fax

www.mwdd.com

Women In Higher Education (WIHE)

5376 Farmco Drive

Madison, WI 53704

(608) 251-3232 / (608) 284-0601 Fax

www.wihe.com

Minority Colleges & Universities (AA Recruitment Distribution List)

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Constance Colter-Brabham - Voorhees College	cbrabham@voorhees.edu
Deborah Jones - Virginia Union University	dajones@vuu.edu
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Ebony Kendrick - Bennett College	ekendrick@bennett.edu
Edna Knight - Florida A&M University	edna.knight@famuc.edu
Elionder "Lonnie" Harmon - Dillard University	eharmon@dillard.edu
Gladys Jones - Tougaloo College	gjones@tougaloo.edu
Jannette Henry-Davenport - Paine College	jhenrydavenport@paine.edu
Julia Walker - Virginia State University	jawalker@vsu.edu
Kim Cobb - Gadsden State Community College	kcobb@gadsdenstate.edu
Kimberly Daniels - Bluefield State College	kdaniels@bluefieldstate.edu
Marie Henry - Texas Southern University	henry_ma@tsu.edu
Mary Ames - University of Maryland-Eastern Shore	mvames@umes.edu
Maudre Addison - Johnson C. Smith University	maddison@jcsu.edu
Mona R. Gonzales - Haskell Indian Nations University	mona.gonzales@bie.edu
Monica Bradley - Grambling State University	bradleym@gram.edu
Oakwood University	hroffice@oakwood.edu
Patricia Pegues - Rust College	ppegues@rustcollege.edu
Paula G. Bowe - Elizabeth City State University	pgbowe@mail.ecsu.edu
Rich Kohler - Bethune-Cookman University	kohlerr@cookman.edu
Rita Williams-Seay - Tennessee State University	rseay@tnstate.edu
Sandra Cintron - Lincoln University	scintron@lincoln.edu

Sandra Golson - Delaware State University	sgolson@desu.edu
Shander Gund - Mississippi Valley State University	shander.gund@mvsu.edu
Sharon Soles - Fayetteville State University	ssoles@uncfsu.edu
Shavonda Q. Holmes - Hampton University	shavonda.holmes@hamptonu.edu
Sikitia Lanier - Kentucky State University	sikitia.lanier@kysu.edu
South Carolina State University	humanresources@scsu.edu
Susan Smith - Southern University	susan_smith@subr.edu
Talladega College	brhoden@talladega.edu
Tanesha Carney - Fisk University	tcarney@fisk.edu
Thomas Hudson - Jackson State University	thomas.k.hudson@jsums.edu
Valerie Williams - Florida Memorial University	jobs@fmuniv.edu
Vergie Spears - Lawson State Community College	vspears@lawsonstate.edu
Vicki Strong - Cheyney University of Pennsylvania	vstrong@cheyney.edu
Victoria F. Lewis - Edward Waters College	v.lewis@ewc.edu
Wayne H. Bryant - Southern University at Shreveport	whbryant@susla.edu
Xaviere Irby - Concordia College Alabama	humanresources@ccal.edu
Yasmin J. Mitchell - University of the District of Columbia	ymitchell@udc.edu
Angela Brooks - Del Mar College	abrooks5@delmar.edu
Butch Batchelder - Pueblo Community College	butch.batchelder@pueblocc.edu
Cal State University - Bakersfield	malcala3@csu.edu
Catherine A. Martinez - New Mexico Highlands University	camartinez@nmhu.edu
Ellen Easterlin - Claflin University	eeasterlin@claflin.edu
Fermin Rubio - New Mexico State University	frubio@nmsu.edu
Gene Little - Los Angeles Community College District	diversityprograms@lacc.edu
Huston-Tillotson University	humanresources@htu.edu
Jessica Waddell - Imperial Valley College	jessica.waddell@imperial.edu
LaRue C. Harden - Fort Valley State University	hardenl@fvsu.edu
Linda Reis - College of the Sequoias	lindarei@cos.edu
Oswaldo Galdamez - California State University - Los Angeles	ogaldam2@ad.calstatela.edu
Stacy E. Williams, Jr. - Langston University	sewilliams@langston.edu
Suzi Hayward - Mt. San Antonio College	shayward@mtsac.edu

Connecticut Area Colleges & Universities (AA Recruitment Distribution List)

Anastasia Pych - Middlesex Community College

apych@mxcc.edu
info@charteroak.edu

Charter Oak State College

Cheryl Cyr - Asnuntuck Community College

ccyr@asnuntuck.edu

Cheryl De Vonish - Norwalk Community College

CDevonish@norwalk.edu
careerdev@post.edu

Christina Billings - Post University

Cynthia Agosto - Capital Community College

cagosto@capitalcc.edu

David Canton - Connecticut College

dacan@conncoll.edu

Goodwin College

jobs@goodwin.edu

Holi Martinez - Tunxis Community College

hmartinez@tunxis.edu

Human Resources - University of Bridgeport

hr@bridgeport.edu

Jianguo (Jay) Zhu - Eastern Connecticut State University

zhuj@easternct.edu

Karla Spurlock-Evans - Trinity College

karla.spurlockevans@trincoll.edu

Lana Dillon - Saint Vincent College

lana.dillon@email.stvincent.edu

Lauren Davis - Wesleyan University

ldavis01@wesleyan.edu

Leah Glende - Manchester Community College

lglende@manchestercc.edu

Loren Testani - Fairfield University

ltestani@fairfield.edu

Mark Magnotti - Gateway Community College

mmagnotti@gatewayct.edu

Mildred Hernandez-Verdejo - Southern Connecticut State University

verdejom1@southernct.edu

Na-Tasha Bryan - University of Saint Joseph

nbryan@usj.edu

Nick D'Agostino - Central Connecticut State University

nicholas.dagostino@ccsu.edu

Office of Diversity & Equity - UCONN

searchcompliance@uconn.edu

Office of Human Resources & Development - University of Hartford

hrd@hartford.edu

Paul Martland - Quinebaug Valley Community College

pmartland@qvcc.edu

Ronald Clymer - Naugatuck Valley Community College

rclymer@nv.edu

Stuart Brown - UCONN-Waterbury

stuart.brown@uconn.edu

Susan Wright - Naugatuck Valley Community College

SWright@nvcc.commnet.edu

Tammy Petrucelli - Sacred Heart University

petrucellit@sacredheart.edu

Theresa Eisenbach - Housatonic Community College

TEisenbach@hcc.commnet.edu

Valarie Stanley - Yale University

valarie.stanley@yale.edu

Victoria Baker - Three Rivers Community College

vbaker@trcc.commnet.edu

Wendy Bovia - Northwestern Connecticut Community College

wbovia@nwcc.commnet.edu

Community/Nationwide Outreach (AA Recruitment Distribution List)

Adele Howard - CT Dept. of Mental Health & Addiction Services
adele.howard@po.state.ct.us

American Job Center - Department of Employment Services - DC
does@dc.gov

Ana Malave-Ortiz - Catholic Charities Archdiocese of Hartford
aortiz@ccaoh.org

Ashtian Holmes - Urban Male Leadership Academy
aholmes@bmcc.cuny.edu

Bethel A.M.E. Church - New Haven
bamenhoffice@gmail.com

Catholic Charities USA
info@catholiccharitiesusa.org

Community Baptist Church - New Haven
cbcnhvoffice@gmail.com

Community of the Cross Ministries - Danbury
info@communityofthecrossministries.com

Concerned Black Men National (Headquarters) - DC
info@cbmnational.org

Connecticut State Office of Higher Education - EEIC
edinfo@ctohe.org

Elder Henry N. White, Sr. - New Bethel COGIC- Danbury
elder93@hotmail.com

GFWC - General Federation of Women's Clubs
GFWC@GFWC.org

Helen Farinella - World Learning Org.
helen.farinella@worldlearning.org

Hispanic Seventh-Day Adventist Church - Danbury
danburysdachurch@hotmail.com

Julie Schmitter - Danbury Youth Services, Inc.
jschmitter@danburyyouthservices.org

Kathleen Boundy - Center for Law & Education - Boston
kboundy@cleweb.org

Legal Assistance Resources Center of Connecticut
larccmail@larcc.org

LouAnn Bloomer - TBICO
TBICO1@aol.com

Louise Moss - Women's Mentoring Network, Inc.
lmoss@wmninc.org

Michael DeJesus - The Urban Male Leadership Program
michael.dejesus@lc.cuny.edu

Mount Pleasant A.M.E. Zion Church - Danbury
mountpleasantamez@att.net

Mt. Calvary Revival Center - New Haven
info@mcrevivalcenter.org

New Hope Baptist Church - Danbury
info@newhopedanbury.org

New Hope Baptist Church - New Haven
marybru@aol.com

New Opportunities, Inc. of Connecticut
info@NewOppInc.org

Paul Weckstein - Center for Law & Education - DC
pweckstein@cleweb.org

Town of Manchester, CT - Human Resources
hr@manchesterct.gov

Varick A.M.E. Zion Church - New Haven
info@varickmemorial.org

Vertical Church - West Haven
info@verticalct.com

Walnut Hill Community Church - Bethel

hello@walnuthillcc.org
ywcainfo@ywcahartford.org

YWCA - Hartford Region

Ability Beyond

info@abilitybeyond.org

Annette Davis - The Links, Inc. (GA)

apdavis59@att.net

CAEL National

cael@cael.org

Career Transitions Center of Chicago

info@ctcchicago.org

Crossroads Career Services, Inc.

support@crossroadscareer.org

Little Africa, LLC.

market@littleafrica.com

Sofia Reed - Tri-State Diversity Council

sofia.reed@nationaldiversitycouncil.org

The Links, Inc. - LA

alexandria@linksinc.org

The Links, Inc. - NC

info@durhamnclinks.org

The Links, Inc. - SC

correspondingsecretary@charlestonsclinksinc.org

The National Society of Leadership & Success

info@societyleadership.org

Willow Creek Job Connection

employmentservices@willowcreek.org

Nat'l Colleges & Universities (AA Recruitment Distribution List)

Amy Waters - East Carolina University	watersa@ecu.edu
Angela Williams - Arapahoe Community College	angela.williams@arapahoe.edu
Ayana Murray - John Jay College of Criminal Justice	amurray@jjay.cuny.edu
Cayce J. Rogers - Troy University	rogerscj@troy.edu
Charlene Hamilton - University of Louisiana at Lafayette	chamilton@louisiana.edu
Christine Singh-Dias - Hostos Community College - CUNY	cdias-singh@hostos.cuny.edu
Cindy Welp - Morningside College	welp@morningside.edu
Clara Orlando - University of Massachusetts - Lowell	clara_orlando@uml.edu
College of the Siskiyous	broomfield@siskiyous.edu
Darla Ferguson - Eastern Florida State College	fergusond@easternflorida.edu
Delaware Tech. Community College (Charles L. Terry Campus)	owens-jobs@dtcc.edu
Delaware Tech. Community College (Stanton Campus)	s-jobs@dtcc.edu
Delaware Tech. Community College (Wilmington Campus)	w-jobs@dtcc.edu
Donna Zavattiere - Lehman College - CUNY	donna.zavattiere@lehman.cuny.edu
Edith Rivera - The Graduate Center - CUNY	erivera@gc.cuny.edu
Eileen Figueroa - St. Thomas University	efigueroa@stu.edu
Elizabeth Hurssey - Mississippi Valley State University	ejhurssey@mvsu.edu
Gila Rohr - Kingsborough Community College - CUNY	grohr@kbcc.cuny.edu
Gwendolyn Harewood - York College - CUNY	gharewood@york.cuny.edu
Haeryon Kim - Fort Lewis College	kim_h@fortlewis.edu
Joseph Cronin - Lake Michigan College	cronin@lakemichigancollege.edu
Karen Davis - Chipola College	davisk@chipola.edu
Kay Lee - Pitt Community College	kalee@pittcc.edu
Krystle Santana - University of Massachusetts - Boston	krystle.santana@umb.edu
Lauren Schneider - University of Miami	l.schneider@miami.edu
Leslie Mercure - University of Massachusetts - Dartmouth	leslie.mercure@umassd.edu
Michele Baptiste - City College of New York	mbaptiste@ccny.cuny.edu
Michelle Martin - Auburn University	martim9@auburn.edu
Molly McDowell - Grand View University	mmcdowell@grandview.edu

Adelphi University	humanres@adelphi.edu
Angie Link - Western Kentucky University	angie.link@wku.edu
Arkansas Baptist College	hr@arkansasbaptist.edu
Barbara McDonnell - Community College of Aurora	barbara.mcdonnell@ccaaurora.edu
Barbara Owen - Central Maine Community College	bowen@cmcc.edu
Barry University	humanresources@barry.edu
Brigham Young University - Hawaii	hr@byuh.edu
Cabrillo College	cabrillohr@cabrillo.edu
Cal Poly - San Luis Obispo	equalopportunity@calpoly.edu
California Lutheran University	hr@callutheran.edu
Carlow University	careercenter@carlow.edu
Cheelone Spritzer - Western State College of Colorado	cspritzer@western.edu
Cheryl Achambeault- College of the Holy Cross	carchamb@holycross.edu
Christel Monk - Georgia Southern University	cmonk@georgiasouthern.edu
Cindy Johnson - Pittsburg State University	eoaa@pittstate.edu
Claudia Catota - California State University-Bakersfield	ccatota@csub.edu
Coleen Lento - Diablo Valley College	clento@dvc.edu
Cornell University	owdi@cornell.edu
Daniel Kast - Community College of Denver	daniel.kast@ccd.edu
Darla Ferguson - Eastern Florida State College	fergusond@easternflorida.edu
Daryl McIlwain - University of Southern Maine	darylmc@usm.maine.edu
Dee Lottier - Birmingham-Southern College	wlottier@bsc.edu
Eastern Maine Community College	affirmativeaction@emcc.edu
Florida Atlantic University	empl@fau.edu
Florida State University	eoc@fsu.edu
Goshen College	hr@goshen.edu
Harding University	hr@harding.edu
Hollins University	hollinshr@hollins.edu
Illinois State University	equalopportunity@illinoisstate.edu
Jacob Gunden - Hutchinson Community College	gundenj@hutchcc.edu
Jane Sabo - Florida South Western State College	equity@fsw.edu
Jennifer Mortimeyer - Lamar Community College	jennifer.mortimeyer@lamarcc.edu
Joy Ruff - Miami Dade College - Kendall	jruff@mdc.edu
Kansas State University	equity@k-state.edu
Kendall College	careerservicesgroup@kendall.edu

Amherst College	hr@amherst.edu
Barbara McNamara - Boston College	barbara.mcnamara@bc.edu
Carolyn Slaboden - Wellesley College	cslabode@wellesley.edu
Christine Hutchins - Champlain College	chutchins@champlain.edu
Christine Scott - American International College	christene.scott@aic.edu
Diaman Amsler - College of the Desert	damsler@collegeofthedesert.edu
Diana Prieto - Colorado State University	diana.prieto@colostate.edu
Elissa Silverman - Wentworth Institute of Technology	silvermane@wit.edu
Heidi Jacques - Saint Joseph's College of Maine	hjacques@sjcme.edu
Jody J. Leary - Colby College	jjleary@colby.edu
Judith M. Caldwell - Norfolk State University	jmcaldwell@nsu.edu
Julianna Mosier - College of the Canyons	julianna.mosier@canyons.edu
Kate Axelsen-Foster - University of Maine	kate.axelsenfoster@maine.edu
Kathryn Barnes - Colorado Community College System	kathryn.barnes@cccs.edu
Lindsay Diefenderfer - Auburn University at Montgomery	ldiefend@aum.edu
Lisa Lawrenson - American River College - Los Rios	lawrenl@arc.losrios.edu
Lois Bowie - Texas College	lbowie@texascollege.edu
Marsha Stack-Sylvia - Cape Cod Community College	msylvia@capecod.edu
Mary Wixson - Chaffey College	mary.wixson@chaffey.edu
Rochelle Davies - University of Waterloo	r2davies@uwaterloo.ca
Shayla Jordan - Stonehill College	sjordan1@stonehill.edu
Sherry Hoelker - Newman University	hoelkers@newmanu.edu
Sheryl Sievert - Luther College	sievsh01@luther.edu
Sonja Cross - Florida State College at Jacksonville	scross@fscj.edu
Steffi Bobbin - Hebrew College	sbobbin@hebrewcollege.edu
Sue Arslanian - Gordon-Conwell Theological Seminary	sarslanian@gcts.edu
Suffolk University	diversity@suffolk.edu
UA Statewide Office of Human Resources	syswhr@email.alaska.edu
University of South Alabama	hrmaincampus@southalabama.edu
Wendy McRae-Owoeye - Brown University	wendy_mcr-owoeye@brown.edu

Adam DeRosa - Broward College (South Campus)	aderosa@broward.edu
Alyssa Johnson - Rivier University	aljohnson@rivier.edu
Amy Downing - Newbury College	amy.downing@newbury.edu
Ana Richards - University of Alaska Fairbanks	amrichards@alaska.edu
Ann Gordon - Trenholm State Tech. College	agordon@trenholmstate.edu
Anne Grieves - Fisher College	agrieves@fisher.edu
Aquinas College	humanresources@aquinas.edu
Autumn Whitfield - Broward College (Central Campus)	awhitfie@broward.edu
Barbara Forrest - University of Montevallo	forrestb@montevallo.edu
Beth Hoffman - Frostburg State University	bhoffman@frostburg.edu
Betty Ann Kelly - Hutchinson Community College	kellyb@hutchcc.edu
Bonita Odom McGee - Indiana State University	bonita.mcgee@indstate.edu
Candace Carter-Smalley - Emerson College	c_carter_smalley@emerson.edu
Carol W. Smith J.D. - College of Central Florida	smithc@cf.edu
Chicago State University	hr@csu.edu
Christin Bouranis - Montserrat College of Art	christin.bouranis@montserrat.edu
Christine C. Resendes - Regis College	christine.resendes@regiscollege.edu
Darcy Orellana - Middlesex Community College	orellanad@middlesex.mass.edu
Debbie Eaton - Mount Ida College	deaton@mountida.edu
Debbie M. Seeberger - Towson University	dseeberger@towson.edu
Denise Reny - Southern Maine Community College	dreny@smccme.edu
Donna C. Freeman - East Georgia State College	dfreeman@ega.edu
Elizabeth Lathrop - University of New Hampshire at Manchester	elizabeth.lathrop@unh.edu
Erin Nechipurenko - Framingham State University	enechipurenko@framingham.edu
Franklin Pierce University	hrdept@franklinpierce.edu
Goddard College	hroffice@goddard.edu
Heather Mulry - Mount Wachusett Community College	hmulry@mwcc.mass.edu
Heidi Jenkins - Glendale Community College	hjenkins@glendale.edu
Heidi Schwarz - Broward College (North Campus)	hschwarz@broward.edu

Jacquelyn Jeffery - Hampshire College	jjeffery@hampshire.edu
Janina Kokins - Arizona State University	janina.kokins@asu.edu
Jim Graham - Gordon College	hr@gordon.edu
Ann Malott - Western Kentucky University	joann.malott@wku.edu
Joan J. Williams - University of North Alabama	jjwilliams@una.edu
Joe Green - Earlham College	greenjo1@earlham.edu
Lana Dillon - Saint Vincent College	lana.dillon@email.stvincent.edu
Landmark College	humanresources@landmark.edu
Laura Schwarz - Drake University	laura.schwarz@drake.edu
Lee Hampton - Jackson College	hamptonleem@jccmi.edu
Linda Lazzari - Massachusetts College of Liberal Arts	l.lazzari@mcla.edu
Lorraine Barry - Emmanuel College Boston	barryl@emmanuel.edu
Lynn Marcus - North Shore Community College	lmarcus@northshore.edu
Maggie Sullivan - Rhode Island College	affirmativeaction@ric.edu
Michael W. Smith - Georgetown University	ideaa@georgetown.edu
Pamela Donellan - Endicott College	pdonella@endicott.edu
Peter H. Sennett - Greenfield Community College	sennettp@gcc.mass.edu
Priscilla Mills - Northern Arizona University	priscilla.mills@nau.edu
Renee Davitt - Saint Michael's College	careerdevelopment@smcvt.edu
Salem State University	eo-hr@salemstate.edu
Sara A. Sawyer - Community College	ssawyer@ccsnh.edu
Serena Harris - Smith College	sharris@smith.edu
Ottawa University	ouhr@ottawa.edu
Patricia Fontana - College of Staten Island - CUNY	patricia.fontana@csi.cuny.edu
Sabrina Cerezo - Brooklyn College - CUNY	scerezo@brooklyn.cuny.edu
Sara Oommen - Guttman Community College - CUNY	hr@guttman.cuny.edu
Shirlyon McWhorter - Florida International University	shirlyon.mcwhorter@fiu.edu
Taungela Thompson - Queens College - CUNY	Taungela.Thompson@qc.cuny.edu
Torrey S. Tiburzi - University of Colorado	aao@colorado.edu
UMass - Amherst	diversity@admin.umass.edu
University of Maryland College Park	diverseterps@umd.edu
Vonda Maclin - The University of Alabama in Huntsville	vonda.maclin@uah.edu

Kim Dronett - McNeese State University

kdronett@mcneese.edu

cdi@aquinas.edu

Latoya Booker - Aquinas College

Lewis Benavides - Texas Womens University

lbenavides@twu.edu

Linda Sands-VanKerk - College of DuPage

humres@cod.edu

Lorrie Velasquez - Trinidad State Junior College

lorrie.velasquez@trinidadstate.edu

Mackenzie Rogers - University of the District of Columbia

mackenzie.rogers@udc.edu

mbullard@cpp.edu

Maria Bullard - Cal Poly - Pomona

Martin Mastascsa - Bryn Mawr College

mmastasc@brynawr.edu

Mary-Cay Pitre - Unity College

mpitre@unity.edu

Megan Clough - University of Maine - Presque Isle

megan.clough@maine.edu

melissa_richerson@cuesta.edu

Melissa Richerson - Cuesta College

Meredith College

hr@meredith.edu

Nancy Watkins - University of West Georgia

nwatkins@westga.edu

Quincy University

hr@quincy.edu

Renee Coker - Stern College-Yeshiva University

renee.coker@einstein.yu.edu

Robin Roberts - Embry-Riddle Aeronautical University

robin.roberts2@erau.edu

employment@rosemont.edu

Rosemont College

Ruth Erbach - Front Range Community College

ruth.erbach@frontrange.edu

Sheri Stevens - University of Maine-Augusta

sheri@maine.edu

Teresa Tatmon- Armstrong Atlantic State University

teresa.tatmon@armstrong.edu

eeo@gwu.edu

The George Washington University

Thuy Quach - Foothill-DeAnza College

quachthuy@fhda.edu

Tina Lining - Ursuline College

troan@ursuline.edu

Torrey S. Tiburzi - University of Colorado Boulder

ao@colorado.edu

UMass Amherst

eod@admin.umass.edu

University of Denver

equalopportunity@du.edu

Wells College

hr@wells.edu

William O'Shea - Washington County Community College

woshea@wccc.me.edu

NAACP (AA Recruitment Distribution List)

Albemarle-Charlottesville, VA	naacp1947@gmail.com
Brooklyn, NY	contactus@brooklynnaacp.org
Burlington, VT	champlainareanaacp@gmail.com
Charleston, SC	naacpcharleston@bellsouth.net
Cleveland, OH	clevelandnaacp@yahoo.com
Detroit, MI	info@detroitnaacp.org
East County - CA	info@eastcountynaacp.com
Eugene-Springfield, OR	info@naacplanecounty.org
Greater Hartford	greaterhartfordnaacp1@gmail.com
Greater New Haven, CT	gnhnaacplegal@gmail.com
Houston, TX	branch@naacphouston.org
Indianapolis	pacarr@indynaacp.org
Iowa-Nebraska	Iowanebraskanaacp@gmail.com
Kutztown U. Chpt.	naacp@kutztown.edu
Lincoln U. Chpt.	naacp.luc54@yahoo.com
Memphis, TN	info@naacpmemphis.org
Monterey County - CA	mcbnaacp1049@att.net
New Haneover County - NC	nhcnaacp@gmail.com
Norfolk, VA	norfolkbranchnaacp@gmail.com
North Carolina	info@naacpnc.org
Philadelphia, PA	philadelphiaaacp@gmail.com
Riverside, CT	rivnaacp@gmail.com
Seattle, WA	contact@seattlekingcountynaacp.org
Stafford County, VA	staffordnaacp@gmail.com
Syracuse U. Chpt.	otjohnso@syr.edu
Tacoma, WA	253naacp@gmail.com
Temple U. Chpt.	templenaacp@gmail.com
Tuscaloosa, AL	tbirdcarter70@gmail.com
W. Virginia U. - Collegiate Chpt.	wvunaacp1909@gmail.com
Washington, DC	akosua.ali@naacpdc.org
Wichita, KS	secretary@wichitanaacp.org
Anchorage, AK	naacpanchorage@gmail.com
Antelope Valley, CA	info@avnaacp.org
Asheville/Buncombe County - NC	4ward2getherCall2action@gmail.com
Brunswick County - NC	naacp.5452@gmail.com
Burlington/Alamance County - NC	infoalanaacp@gmail.com
Camden County - NC	cataconaacp@charter.net
Charlotte/Mecklenburg County	naacp@charlottenaacp.com
Chicago Southside Branch - IL	chicagossnaacp@gmail.com
Dane County - WI	naacp36ab@gmail.com
Denver, CO	chapter@naacpdenver.org
Durham County - NC	naacpdurhamnc@yahoo.com
Evanston, IL	naacpev@aol.com
Henry County - GA	hcnaacp@gmail.com
Honolulu, HI	naacphawaii@gmail.com
Los Angeles, CA	naacpla@sbcglobal.net
Metropolitan Kalamazoo, MI	info@naacpkalamazoo.org
Montgomery County - MD	naacpmont7@aol.com
Omaha, NE	omahanaacp@aol.com
Richmond Branch - VA	rvanaacp@gmail.com
Southern Burlington County - NJ	sbcnaacpsecretary@gmail.com

NAACP - Vancouver Branch
P.O. Box 1903
Vancouver, WA 98682

NAACP - Calvert County Branch
P.O. Box 1865
Prince Frederick, MD 20678

NAACP - Jersey City Branch
153 Martin Luther King Drive
Jersey City, NJ 07305

NAACP - Snohomish County Branch
P.O. Box 5676
Everett, WA 98206

NAACP - Prince George County
9201 Basil Court, Suite 115
Largo, MD 20774

NAACP - Southern Burlington County
P.O. Box 3211
Cinnaminson, NJ 08077

NAACP - Barstow Branch
P.O. Box 874
Barstow, CA 92312

NAACP - Bakersfield Branch
P.O. Box 70101
Bakersfield, CA 93387

NAACP - Altadena Branch
P.O. Box 6018
Altadena, CA 91003

NAACP -
Bloomington-Normal Branch
P.O. Box 925
Normal, IL 61761

NAACP - Carbondale Branch
P.O. Box 3303
Carbondale, IL 62902

NAACP - Champaign Branch
P.O. Box 403
Champaign, IL 61824

Chicago Far South Suburban NAACP
P.O. Box 484
Homewood, IL 60430

NAACP - Carson/Torrance Branch
P.O. Box 4668
Carson, CA 94709

NAACP - Decatur Branch
P.O. Box 6092
Decatur, IL 62524

Alexandria Virginia Branch - NAACP
P.O. Box 1740
Alexandria, VA 22313

Bristol Virginia Branch - NAACP
21 McArthur Circle
Bristol, VA 24201

Chesapeake Virginia Branch - NAACP
1701 Park Avenue
Chesapeake, VA 23324

NAACP - Berkeley Branch
P.O. Box 613
Berkeley, CA 94701

Fredericksburg VA Branch - NAACP
P.O. Box 1762
Fredericksburg, VA 22402

Harrisonburg Virginia Branch -
NAACP
800 S. Main Street Msc 8163
Harrisonburg, VA 22807

Virginia Beach Virginia Branch -
NAACP
P.O. Box 6114
Virginia Beach, VA 23456-0114

Anson County Branch - NAACP
P.O. Box 335
Wadesboro, NC 28170

NAACP - Beverly Hills/
Hollywood Branch
P.O. Box 2349
Hollywood, CA 90078

Beaufort County Branch - NAACP
P.O. Box 2153
Washington, NC 27889

NAACP - East Contra Costa County
P.O. Box 1026
Pittsburg, CA 94565

Cabarrus County Branch - NAACP
P.O. Box 1195
Concord, NC 28026

NAACP - Spokane Branch
P.O. Box 18968
35 West Main Street
Spokane, WA 99228-0968

NAACP - Bremerton Branch
P.O. Box 1204
Bremerton, WA 98337

NAACP - El Cerrito Branch
6830 Stockton Avenue
El Cerrito, CA 94530

NAACP – Waukesha Branch
P.O. Box 676
Brookfield, WI 53008-0676

NAACP - Sacramento Branch
P.O. Box 188231, 816 H. St.
Sacramento, CA 95818

NAACP - Columbus Branch
233 South High Street, #207
Columbus, OH 43215

NAACP - San Fernando Valley Branch
P.O. Box 922092
Pacoima, CA 91333-0998

NAACP - Honolulu Branch
P.O. Box 6
Honolulu, HI 96810

NAACP - Salem County Branch
P.O. Box 25
Salem, NJ 08079

NAACP - Ann Arbor Branch
P.O. Box 3399
Ann Arbor, MI 48106

NAACP - Salt Lake Branch
P.O. Box 25414
Salt Lake City, UT 84125-0414

NAACP - Springfield Branch
P.O. Box 90163, Mason Square Station
Springfield, MA 01139

NAACP - Brockton Branch
P.O. Box 1535
Brockton, MA 02301

NAACP - Greater Nashua Branch
P.O. Box 6114
Nashua, NH 03063

NAACP - Seacoast Branch
P.O. Box 1261
Portsmouth, NH 03802-1261

NAACP - Kentucky State Branch
P.O. Box 306
Frankfort, KY 40601

NAACP - Trenton Branch
P.O. Box 1355
Trenton, NJ 08608

NAACP - Irvington Branch
P.O. Box 130
Garfield, KY 40140

NAACP - Bucks County Branch
P.O. Box 1271
Morrisville, PA 19067-1271

NAACP - Morris County Branch
200 South Street
Morristown, NJ 07960

NAACP - Bowling Green/Warren County
P.O. Box 1357
Bowling Green, KY 40423

NAACP – Yakima County Branch
1211 South 7th Street
Yakima, WA 90902

NAACP - Athens Branch
P.O. Box 82522
Athens, GA 30608

NAACP - Maricopa County Branch
P.O. Box 20883
Phoenix, AZ 85036

NAACP - Salem-Keizer Branch
968 21st Street, SE
Salem, OR 97301

NAACP - Fairbanks Branch
P.O. Box 84437
Fairbanks, AK 99708

NAACP - Albany Branch
P.O. Box 4152
Albany, GA 31706

NAACP - Dallas Branch
P.O. Box 131768
Dallas, TX 75313

NAACP - Greater New London Branch
P. O. Box 987
New London, CT 06320

NAACP - Blackshear Branch
P.O. Box 321
Blackshear, GA 31516

NAACP - Fitzgerald Branch
P.O. Box 1151
Fitzgerald, GA 31750

NAACP - New Britain Branch
112 North Street
New Britain, CT 06051

NAACP - Macon-Bibb Branch
P.O. Box 6452
Macon, GA 31208

Section D
Element No. 4

ASSIGNMENT OF
RESPONSIBILITY &
MONITORING

Sec. 46a-68-81

Assignment of Responsibility and Monitoring

Under Section 46a-68-81(a) of the Affirmative Action Regulations of Connecticut State Agencies, the Connecticut State Colleges and Universities (CSCU) has appointed the President of Western Connecticut State University as the appointing authority and has assumed ultimate responsibility for developing, implementing and monitoring the University's Affirmative Action Plan ("Plan"). The President has also assumed accountability for the success and/or failure of the Plan.

(b) Subject to the provisions of Chapters 67 and 68 of the Connecticut General Statutes, the appointing authority may assign to any employee such duties and responsibilities necessary for the development and implementation of the Plan. In keeping with the aforementioned, the President appointed, during the reporting period, an Interim Chief Diversity Officer until the recruitment was concluded for the newly appointed Chief Diversity Officer, effective July 7, 2017. The Chief Diversity Officer has various duties and responsibilities necessary for the development, implementation and monitoring of the Plan. The Chief Diversity Officer, reports directly to the President, and has been designated by the President as the President's designee to serve as the University's full-time advisor to the President on affirmative action, discrimination, equal employment opportunity, cultural diversity, sexual awareness and prevention action (under guidance from the Title IX of the Educational Amendment Act of 1972) and other related matters. To acquaint employees as well as executives (and Presidential Cabinet members) with their specific responsibilities under the Plan, the Chief Diversity Officer shall schedule regular meetings that emphasize:

1. Human relations and intergroup relations;
2. Non-discriminatory employment practices;
3. The legal authority for affirmative action and equal employment opportunity and the appointing authority's commitment to affirmative action;
4. The review of the affirmative action plan; and
5. Identification of obstacles in meeting the goals of the Plan.

(c) The President has committed to the employment of a full-time Chief Diversity Officer, and as the Presidential designee, has full resources of the University to carry out its affirmative action mission. The Chief Diversity Officer reports directly to the President on all matters concerning the Plan and other related matters, and has full access to all records and personnel necessary for the effective performance of duties. The President has also provided the necessary authority to the Chief Diversity Officer to carry out effective affirmative action, cultural diversity, sexual awareness and prevention action (under under guidance from the Title IX of the Educational Amendment Act of 1972) and other related programs and initiatives. In addition, the Chief Human Resources Officer has been assigned, by the President, to ensure that personnel functions of the University are compatible with the University's affirmative action mission, and to actively assist the Chief Diversity Officer in all areas, as necessary, in the discharging of the said duties. The President is readily accessible, formally and informally, to meet with the Chief Diversity Officer, as the need may arise. An open-door practice is in place.

In addition to meeting on an “as needed” basis, the President and the Chief Diversity Officer and the Executive Cabinet meet on the third Thursday of each month, to discuss affirmative action issues. The Chief Diversity Officer shall, at a minimum:

1. To develop, maintain and monitor the University’s Affirmative Action Plan (“Plan”) and to take corrective steps regarding the development and execution of programs, practices, goals and timetables, should an evaluation disclose that the Plan is not progressing as anticipated, or is not in accordance with the Affirmative Action Regulations by State Government, enforced by the Commission on Human Rights and Opportunities;
2. Initiate and maintain contact with recruiting sources and organizations serving members of protected classes;
3. Inform the agency of developments in affirmative action law; and
4. Mitigate any discriminatory conduct and investigate discrimination complaints.

The Chief Diversity Officer is responsible for the development, administration, maintenance, and monitoring of the Plan, and is actively involved in the campus hiring process including: advertising to fill position vacancies; initiating and maintaining contact with recruiting sources, the community or other organizations serving members of protected classes; promoting the concept of affirmative action, equal employment opportunity, disability awareness and multiculturalism in the various University programs, initiatives and services; informing the University community of the availability of resources and services; investigating employment complaints; attempting to secure informal resolutions for discrimination complaints; providing consultation in the capacity of the Americans with Disabilities Act and Title IX Coordinator for the University as well as a full-time advisor to the President. The Chief Diversity Officer performs other responsibilities and duties, as required and necessary. The President ensures that the necessary resources for the performance of duties is available. The direct reporting of the Chief Diversity Officer to the President is, and shall remain, a constant.

- (d) In accordance with the Affirmative Action Regulations, the feasibility of an employee advisory committee was considered. No committee was designated as an employee advisory committee. However, there are several committees that address specific concerns of employees at the University and address issues of diversity. The Minority Mentoring and Recruitment Committee for administrative faculty and the Minority Mentoring and Retention Committee for instructional faculty are charged with promoting diversity and support minority hiring and retention and professional development, as specified in their collective bargaining agreements. The Chief Diversity Officer is a member of the President’s Cabinet, the senior leadership team and Advisors to the President. The feasibility of establishing a dedicated employee advisory committee has been officially established as of *January 16, 2018*.

To this end, as a (completed) program goal, the University has finalized the development and implementation of a University’s Diversity Council to serve as an employee advisory committee with representation from across the University and guided direction from the

Chief Diversity Officer, to create a long-range University Diversity Action Plan and to offer annual recommendations and reports to the President.

University Diversity Committee Active Service as of April 1, 2018				
Name	Position	Position Classification	Gender/ Ethnicity	Time Commitment
Mrs. Jesenia Minier Delgado	Chief Diversity Officer	Management/ Confidential	H/F	30%
Mr. Paul Steinmetz	Director, University and Community Relations	Management/ Confidential	W/M	10%
Dr. Ethan Balk	Assistant Professor Health Promotion and Exercise Sciences	AAUP	W/M	10%
Dr. Truman Keys	Associate Professor Communications and Media Arts	AAUP	B/M	10%
Dr. Lorraine Moya Salas	Associate Professor Social Work	AAUP	H/F	10%
Mr. Robert Pote	Professor, English	SUOAF	W/M	10%
Mr. Michael Ercoli	Quality Craft Worker	NP-3	W/M	10%

(e) The Chief Diversity Officer maintains a list of the following groups, which include:

AAUP Minority Mentoring and Recruitment Committee Active Service as of April 1, 2018				
Name	Position	Position Classification	Gender/ Ethnicity	Time Commitment
Mrs. Jesenia Minier Delgado	Chief Diversity Officer	Management/ Confidential	H/F	30%
Dr. Deneen Harris	Assistant Professor, Social Work	AAUP	B/F	10%
Dr. Jack Tom	Professor, Art	AAUP	A/M	10%
Dr. Edwin Wong	Associate Professor, Biology	AAUP	A/M	10%

SUOAF Minority Mentoring and Retention Committee Active Service as of April 1, 2018				
Name	Position	Position Classification	Gender/ Ethnicity	Time Commitment
Mrs. Jesenia Minier Delgado	Chief Diversity Officer	Management/ Confidential	H/F	30%
Rebecca Woodward	Co-Chief Information Officer	SUOAF	W/F	10%
Lynn Bricker		SUOAF	W/F	10%
Daryle Dennis	Assistant Dean, Student Affairs	SUOAF	B/M	10%

**Presidential Cabinet Members
Active Service as of April 1, 2018**

Name	Position	Position Classification	Gender/Ethnicity	Time Commitment
Dr. John B. Clark	President	Management/ Confidential	W/M	20%
Dr. Missy Alexander	Provost/Vice President for Academic Affairs	Management/ Confidential	W/F	20%
Dr. Keith Betts	Vice President for Student Affairs	Management/ Confidential	W/M	20%
Ms. Lynne LeBarron	Vice President, Institutional Advancement	Administrator	W/F	20%
Mr. Jay Murray	Associate Vice President for Enrollment Services	Management/ Confidential	B/M	20%
Mr. Sean Loughran	Associate Vice President for Finance and Administration	Management/ Confidential	W/M	20%
Mr. Luigi Marcone	Chief Facilities Officer and Associate Vice President for Campus Planning	Management/ Confidential	W/M	20%
Vacancy	Associate Provost/Associate Vice President for Academic Affairs	Management/ Confidential	N/A	20%
Mrs. Jesenia Minier Delgado	Chief Diversity Officer	Management/ Confidential	H/F	20%
Mr. Fred Cratty	Chief Human Resources Officer	Management/ Confidential	W/M	20%
Vacancy	Chief Information Officer	Management/ Confidential	N/A	20%
Mr. Brian Vernon	Dean, School of Visual and Performing Arts	Management/ Confidential	B/M	20%
Dr. Michelle Brown	Dean, Macricostas School of Arts & Sciences	Management/ Confidential	W/F	20%
Mr. David Martin	Dean, Anell School of Business	Management/ Confidential	W/M	20%
Dr. Joan Palladino, Ed.D.	Interim Dean, School of Professional Studies	Management/ Confidential	W/F	20%
Dr. Walter Cramer	Dean of Students	Management/ Confidential	W/M	20%
Mr. Paul Steinmetz	Director, University Relations	Management/ Confidential	W/M	20%
Ms. Lori Mazza	Director, Athletics	Administrator	W/F	20%
Ms. Veronica Kenausis	Director, Library Services	Administrator	W/F	20%

The listed University leadership provides consistent support for the development and implementation of the Affirmative Action Plan. There are also student programs and committees on diversity coordinated through the Division of Student Affairs and the Student Government Association. The University's Office of Diversity & Equity maintains an "open door" policy on these initiatives and communication.

- (f) Consistent with the Affirmative Action Regulations, the President has assumed ultimate responsibility for the implementation and success or failure of the plan. The President leads by example; and, it is clear that Affirmative Action is a University priority.

The Affirmative Action search process have been well established at the University, and faculty and administrators are to be commended for their diligence in adherence to the campus search procedures. There is a need for more focus and development in affirmative action recruitment, internal affirmative action processes, and multicultural programming. In addition to the above, the Chief Diversity Officer is concerned with employment issues that may not be discriminatory, but may have an unfair effect on employees. To this end, the Chief Diversity Officer will continue to monitor and have open communications with the University community on fair and equal treatment of all employees.

In accordance with the Affirmative Action Regulations, Western Connecticut State University evaluates and monitors the affirmative action performance of all employees assigned affirmative action responsibilities and such performance is considered in promotion and merit increase decisions. All managerial and supervisory personnel of Western Connecticut State have responsibility for affirmative action. These efforts are considered in decisions related to promotions and salary increases.

- (g) It is University policy that no employees shall be coerced, intimidated or retaliated against by the University or any person for performing affirmative action duties. Any person so aggrieved may file an internal complaint with the Chief Diversity Officer or with the Commission on Human Rights and Opportunities.
- (h) Western Connecticut State University maintains a record of each person performing any duties related to the development or implementation of the University's Affirmative Action Plan ("Plan") by name, job title, percentage of time devoted to affirmative action duties, and outline specific responsibilities. The Chief Diversity Officer keeps records of individuals should they be assigned affirmative action duties for the development or implementation of the Plan.

All Western Connecticut State University leadership is responsible for full cooperation with the Chief Diversity Officer and the requirements of the Plan. The Chief Diversity Officer maintains an internal reporting system to continually audit, monitor and evaluate programs and responsibilities, which also include fostering a non-discriminatory work environment (see attached documentation).

In addition to the above activities, staff that participate in the development of the Plan are:

Participating Staff with the University's 2019 Affirmative Action Plan Reporting period from April 1, 2018 to March 31, 2019		
Name	Position	Time Commitment
Dr. John B. Clark	President	20%
Dr. Missy Alexander	Provost/Vice President for Academic Affairs	20%
Dr. Keith Betts	Vice President for Student Affairs	20%
Ms. Lynne LeBarron	Vice President, Institutional Advancement	20%
Mr. Jay Murray	Associate Vice President of Enrollment Services	20%
Mr. Sean Loughran	Associate Vice President for Finance and Administration	20%
Mr. Luigi Marcone	Chief Facilities Officer and Associate Vice President for Campus Planning	20%
Mrs. Jesenia Minier Delgado	Chief Diversity Officer	100%
Ms. Keisha Stokes	Administrative Assistant	100%
Mr. Fred Cratty	Chief Human Resources Officer	50%
Ms. Margaret Boyle	Assistant Director, Human Resources	50%
Mr. Paul Steinmetz	Director, University Relations	20%
Dr. Walter Cramer	Dean of Students	20%
Dr. Michelle Brown	Dean, Macricostas School of Arts and Sciences	25%
Mr. Brian T. Vernon	Dean, School of Visual and Performing Arts	25%
Dr. Joan Palladino, Ed.D.	Interim Dean, School of Professional Studies	25%
Mr. David Martin	Dean, Ancell School of Business	25%
Ms. Michele Cazorla	Assistant in Human Resources	25%
Mr. John DeRosa	Interim Co-Chief Information Officer	10%
Ms. Rebecca Woodward	Interim Co-Chief Information Officer	10%
Vacant	Associate Director, Administrative Services	20%

The University has a sound leadership framework for an ongoing review and evaluation of the University's Affirmative Action Program. The Chief Diversity Officer is in regular contact with senior administrators that support the Plan in their respective roles.

Individual communications with members of the President's Cabinet, which includes Vice Presidents, Academic Deans, Chief Information Officer, Enrollment Management Officer, Chief Human Resources Officer, Associate Vice President for Finance & Administration, Director of University Relations and the Associate Vice President for Enrollment Services, were a regular occurrence for the Chief Diversity Officer. These discussions mirrored the President's emphasis on strategies to achieve a multicultural workforce that reflects solid representation of all race/sex groups and other protected classes.

The President is readily available to assist the Chief Diversity Officer in maintaining a budget line, which is critical to carrying out the University's affirmative action mission. The Provost/Vice President of Academic Affairs is clear in her actions regarding hiring

practices and consistently champions and supports the work of the Chief Diversity Officer. The Vice President for Student Affairs and the Chief Human Resources Officer are both available for any aspect pertaining to affirmative action/diversity matters at the University.

The Chief Diversity Officer reports directly to the President, and has easy access to the University community at large. The Chief Diversity Officer is intimately involved in the employment job search process from beginning to end. Also, the Chief Human Resources Officer is required to exercise the necessary authority to enforce affirmative action requirements in the employment process. We will continue this practice.

In keeping with this practice, the job search process requires that approval must be received from the Chief Diversity Officer prior to an offer of employment. This enables affirmative action to remain in the forefront of employment decisions. We will continue this practice.

The Deans are superior in carrying out their affirmative action responsibilities and lead by example in this area. The Deans work very closely with the Chief Diversity Officer and keep affirmative action in the forefront throughout the hiring process. Affirmative Action leadership by the Deans is clearly evident in the affirmative action posture of Department Chairs and others when recruiting and hiring takes place in their departments. Discussions with the department chairpersons, faculty, and administrators were a regular occurrence for the Chief Diversity Officer. This segment of the University community is easily viewed as part of the solution to moving the University forward in its affirmative action and multicultural endeavors. Hiring supervisors and Department chairs are also to be commended for their attentiveness to affirmative action.

The two (2) appointed Interim Co-Chief Information Officers are an integral force for affirmative action. The two Interim Co-Chief Information Officers works with the Chief Diversity Officer on a regular basis for the furtherance of affirmative action at the University. Both appointees ensure, without reservation, ready technology assistance and support throughout the year for affirmative action technology needs. Both appointees are readily available for consultation and although technology demands at the University are at high volume, the two (2) Interim Co-Chief Information Officers remain consistent to their commitment to the University's affirmative action mission.

The Chief Human Resources Officer is readily accessible and available to the Chief Diversity Officer for situations that may arise as it relates to the campus search process and other personnel matters. This includes involvement with implementing the Plan and assuming a leadership role in preventing employment activity that may impact on the Plan, and ensuring non-discriminatory personnel policies, procedures, and practices throughout the University from recruitment to employment separation. Communication between the Chief Diversity Officer and Human Resources personnel is a regular occurrence, sometimes on a daily basis. Human Resources personnel are vital to the success or failure of the Plan.

Staff for the Office of Diversity and Equity works closely with the staff from the Human Resources Department to accomplish the University's Affirmative Action mandate for the

State of Connecticut. The Human Resources staff is commended for timeliness in providing information and understanding the monitoring needs of the Office of Diversity and Equity.

- (i) In accordance with the Affirmative Action Regulations, Western Connecticut State University has an established internal program evaluation mechanism to monitor progress, lack of progress and anticipate shortcomings in the University's Affirmative Action Program. The evaluation process is in compliance with the Regulations and has been approved by the Commission. Evaluation mechanisms allow for ongoing and consistent monitoring, evaluation and assessment of the Plan that provides the current status of the Plan to always be in the forefront. In accordance with the Regulations, all writings, if any, are maintained. The Purpose of the internal evaluation is tri-fold:
1. To conduct Ongoing review and evaluation of the University's progress towards the goals of the Affirmative Action Plan;
 2. To establish a system for evaluating supervisory performance on affirmative action consistent with Chapters 67 and 68 of the Connecticut General Statutes; and
 3. To review the Affirmative Action Plan at least annually.

Consistent with the above, the following considerations are integral to internal evaluation efforts as set forth in the Regulations. In keeping with aforementioned, practices outlined represent in part, our mechanisms to monitor progress or lack of progress, and anticipate shortcomings in the Affirmative Action Program.

The Chief Human Resources Officer monitors employment activity very closely. Consistent with this involvement, all employment activity must be channeled through the Human Resources Department, with hiring activity channeled through the Office of Diversity & Equity. This enables an ongoing review and evaluation of supervisory affirmative action performance in accordance in with Chapter 67 and 68 of the Connecticut General Statutes and University practices and procedures. Supervisory performance can also be monitored through affirmative action monitoring reports that have as one of its purposes, employment assessment. Also, the affirmative action employment reports clearly delineate the individual accountable for hiring, and the steps taken to satisfy affirmative action requirements. The Chief Human Resources Officer and the Chief Diversity Officer carefully scrutinize all employment and hiring activity. We will continue this practice.

The Chief Diversity Officer is also authorized by the President to direct, administer, implement and monitor the University's Affirmative Action Plan ("Plan"). In this regard, the Chief Diversity Officer is accountable for leadership of the ongoing review and evaluation of the Plan, and updating the goals and objectives to meet University changing employment situation. The Chief Diversity Officer has and will continue to function in this capacity without restraint in carrying out internal program evaluation functions. We have and will continue this practice.

This includes, but is not limited to, a review of all employment transactions and the rationale thereof; a review of all advertising to insure the absence of discriminatory

language; a review of position announcements prior to distribution; approval of membership on search committees and intricate involvement in university hiring from beginning to end; a review of each search committee's process with authority to place a search on hold, as appropriate, in order to further assess the process and provide advisement to the President; active monitoring of the Plan; and regular communication with Human Resources regarding affirmative action matters in general. Regular communication also takes place with the President. Monitoring pertaining to the progress, or lack of progress, in meeting goals and objectives of the Plan, is a regular and ongoing occurrence. The Plan is routinely reviewed on an ongoing basis and has been utilized as a working document. The Chief Diversity Officer functions without restraint in carrying out this very important affirmative action program evaluation function. We will continue this practice.

A system is in place for monitoring affirmative action progress and maintaining written progress reports. The Human Resources Department provides monthly information of employment transactions for ongoing monitoring of affirmative action progress and bi-weekly updates of recruitment activities. Also, the affirmative action job search process provides for affirmative action involvement at every step of the hiring process. We will continue this practice.

The Chief Diversity Officer is responsible for involvement in the filling of unclassified positions to the same extent as classified positions. The same applies, as appropriate, to University promotions. Qualifications for open positions are jointly reviewed, as appropriate, by the Chief Diversity Officer and the Chief Human Resources Officer in a good faith effort to ensure that artificial barriers do not exist. We will continue this practice.

Advertised positions contained an affirmative action/equal employment statement, and were reviewed for the same, prior to dissemination. Advertising publications with a minority focus were utilized. External publications were reviewed for inclusion of the non-discrimination policy, and affirmative action inclusion was assured in the University's annual goals and objectives. We will continue this practice.

University leadership such as the Vice Presidents, Academic Deans, and managers have been made aware of their Affirmative Action responsibilities to the University Affirmative Action Program. Communication is ongoing with the Office of Diversity and Equity. We will continue this practice.

This internal program evaluation mechanism provides the basis for the capacity that the University has had, and will continue, to assess the effectiveness or ineffectiveness and results of its Plan. We will continue these practices of our internal program evaluation.

Section D

Element No. 4(a)

ASSIGNMENT OF
RESPONSIBILITY &
MONITORING

Sec. 46a-68-81

(ATTACHMENTS AND DOCUMENTATION)

Subject: 2018-2019 WCSU Affirmative Action Plan Executive Summary
Date: Friday, June 28, 2019 at 1:54:56 PM Eastern Daylight Time
From: Jesenia Minier-Delgado <minierdelgadoj@wcsu.edu>
To: John Clark <clarkj@wcsu.edu>
CC: Janet McKay <McKayJ@wcsu.edu>
Priority: High
Attachments: 2019_Annual_Executive_Summary_final. 6.07.2019.docx, image001.jpg, image002.png, image003.png, image004.jpg

Good day Dr. Clark,

As discussed yesterday afternoon, enclosed please find the completed 2018-2019 WCSU Affirmative Action Plan (“the Plan”) Executive Summary. In this twelve (12) page summary, you will find statistical data and explanatory information on the following most noted areas of the Plan:

1. Workforce Percentages
2. Applicant Figures for 2018-2019 searches
3. New Hires in 2018-2019

As I am finalizing the final (and only) section of the of the Plan with the Goals Analysis, there may be a few minor changes with this executive summary, but I highly suspect that may not occur. I’ll have a physical copy of the executive summary sent upstairs shortly.

Please let me know if you have any questions. Have a great weekend. Jesenia

Jesenia Minier-Delgado, MPA
Chief Diversity Officer
ADA and Title IX Coordinator
Office of Diversity and Equity
Western Connecticut State University
181 White Street
University Hall, Room 214
Danbury, Connecticut 06810
Telephone: (203) 837-8277
Fax: (203) 837-8503
PRONOUNS: SHE, HER, HERS
www.wcsu.edu/diversity/



2019 EXECUTIVE SUMMARY OF THE AFFIRMATIVE ACTION PLAN

April 1, 2018 to March 31, 2019

The logo for Western Connecticut State University features a large, stylized red shield shape. At the top of the shield, there are two horizontal bars: a dark blue one on the left and a red one on the right. The text "WESTERN CONNECTICUT STATE UNIVERSITY" is written in a bold, dark blue, sans-serif font across the center of the shield.

**WESTERN
CONNECTICUT
STATE
UNIVERSITY**

Final Submitted: June 20, 2019

Office of Diversity and Equity

181 White Street

University Hall, Room 202B

Danbury, Connecticut 06810

Report contact: Mrs. Jesenia Minier-Delgado, Chief Diversity Officer/Title IX Coordinator

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ABSTRACT

Western Connecticut State University (“WCSU” or “University”) Affirmative Action Plan for Employment (“AAP” or “*the Plan*”) is a comprehensive, results-oriented set of procedures and programs that details the University’s strategy to eliminate discrimination; setting forth a good faith effort to attain hiring, promotional and programmatic goals; and to achieve equal opportunity for the university community.

INTRODUCTION

The University’s Office of Diversity and Equity (“ODE”) has completed the University’s AAP per Connecticut General Statute (CGS) §46a-68 and Sections 46a-68-75 to 46a-68-114, are inclusive. The *Plan* is a comprehensive, results-oriented set of procedures and programs that articulate the University’s strategy to combat discrimination, put forth a good faith effort to attain hiring goals, and to achieve equal employment opportunity.

The *Plan*’s objectives are to:

1. Establish hiring, promotional, and program goals that promote affirmative action;
2. Illustrate the University’s efforts to achieve a work force that is properly balanced and fully representational of the relevant labor market areas;
3. Quantitatively and qualitatively measure the University’s degree of success in accomplishing hiring, promotion, and program goals; and
4. Examine and eliminate any policy or employment practice that adversely affects members of protected classes.

The *Plan* is submitted annually for review and approval by the Connecticut Commission on Human Rights and Opportunities (“CHRO”). Within the 90-day review, CHRO evaluates the Plan to ensure that it contains all of the sixteen (16) required elements and meets the following standard(s) of review:

1. The work force, considered as a whole and by occupational category, is in parity with the relevant labor market area; or
2. The agency has met all or substantially all of its hiring, promotional and program goals; or
3. The agency has demonstrated every good faith effort to achieve such goals and despite if these reports has been unable to do so; and
4. The agency has substantially addressed deficiencies noted by the Commission in prior Plan reviews in accordance with Section 46a-68-10.

The University’s history of approvals has been based on CHRO’s acceptance that the University demonstrated every *good faith effort* to meet goals, rather than goal achievement. Connecticut General Statutes Sec on 46a-68-75 (v) defines good faith effort as:

... that degree of care and diligence which a reasonable person would exercise in the performance of legal duties and obligations. At a minimum, it includes all those efforts reasonably necessary to achieve full compliance with the law. Further, it includes additional or substituted efforts when initial endeavors will not meet statutory or regulatory requirements. Finally, it includes documentary evidence of all action undertaken to achieve compliance, especially where requirements have not or will not be achieved within the reporting period established pursuant to section 46a-68-92 of the Regulations of Connecticut State Agencies.

The 2018 *Plan* was **Approved** by CHRO, based on Reviewer, Neeva Vigezzi's ("Ms. Vigezzi") recommendation. All of Ms. Vigezzi's recommendations in the *Plan* evaluation have been addressed in the 2019 *Plan*.

WCSU WORKFORCE

The executive summary is intended to assist the University's ongoing efforts to diversify its workforce. The executive report has detailed demographic information organized by race and gender about the WCSU workforce, new hires, applicants and recruitment efforts. This 2019 update provides similar data and analyses as presented in past years, in a summarized format. The report includes the faculty and staff workforce, new hires (2018-2019), in-residence faculty, applicant pool data and historical hiring data. The data includes demographic information organized by race and gender.

The demographic profiles are obtained through voluntary self-identification by employees and applicants. The data specific to applicants and hiring reflects the time period of April 1, 2018 to March 31, 2019. The information in this report is compiled by ODE also utilizing data from State of Connecticut Department of Administrative Services ("DAS") CORE-CT Data System.

Definitions

Faculty: Assistant, Associate and Full Professors. Clinical faculty are included for the Schools of Professional Studies and Arts and Sciences. Adjunct faculty, (Part-time), Lecturer and Instructor positions are not included.

Staff: Management, State University Organization of Administrative Faculty ("SUOAF"), and Classified staff, which includes Secretarial/Clerical, Service/Maintenance, Technical/Paraprofessional, Skilled Craft Worker and Protective Service employees. Part-Time Staff, University/Research assistant and Graduate Assistants are not included.

Workforce: Faculty or staff (as defined above) employed as of April 1, 2018.

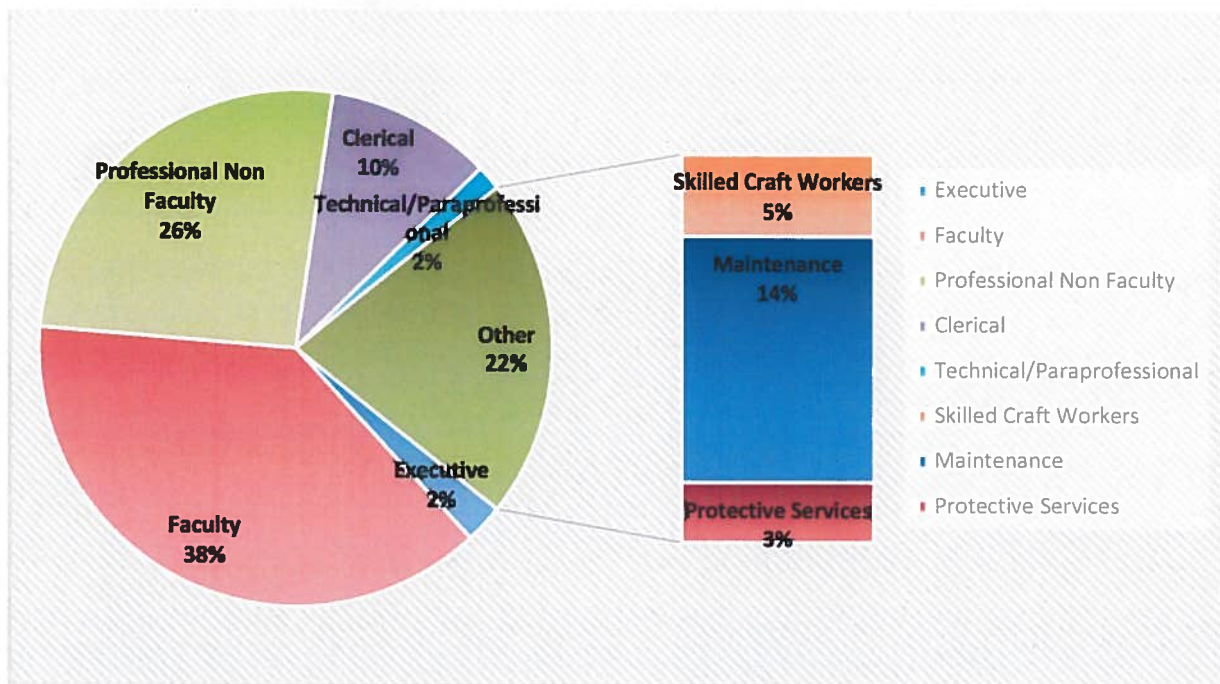
New Hires: Faculty or staff hired within the 12-month period of April 1, 2018 to March 31, 2019.

Race and Ethnicity Definitions*

- **White (Not of Hispanic Origin):** All people having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Black (Not of Hispanic Origin):** All people having origins in any racial groups of Africa.
- **Hispanic or Latino:** All people having Puerto Rican or Mexican origins, or all people of Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.
- **Asian:** All people in the groups of Asian/Pacific Islander; Asian (all people having origins in any of the original peoples of China, Japan, Korea, Eastern Asia, Southeast Asia, the Indian subcontinent (including Pakistan) or the Pacific Islands including the Philippines).
- **Native American:** Native American Indian or Alaskan Native (all people having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community attachment). Note: Native American data is not included in applicant data due to the not statistically significant number of applicants self-identifying as Native American.
- **Two or More Races:** All persons identifying with 2 or more of the following races: White, Black, Hispanic, Asian, Native American.

**Taken from the Equal Employment Opportunity Commission (EEOC) regulations*

Workforce Percentage(s)



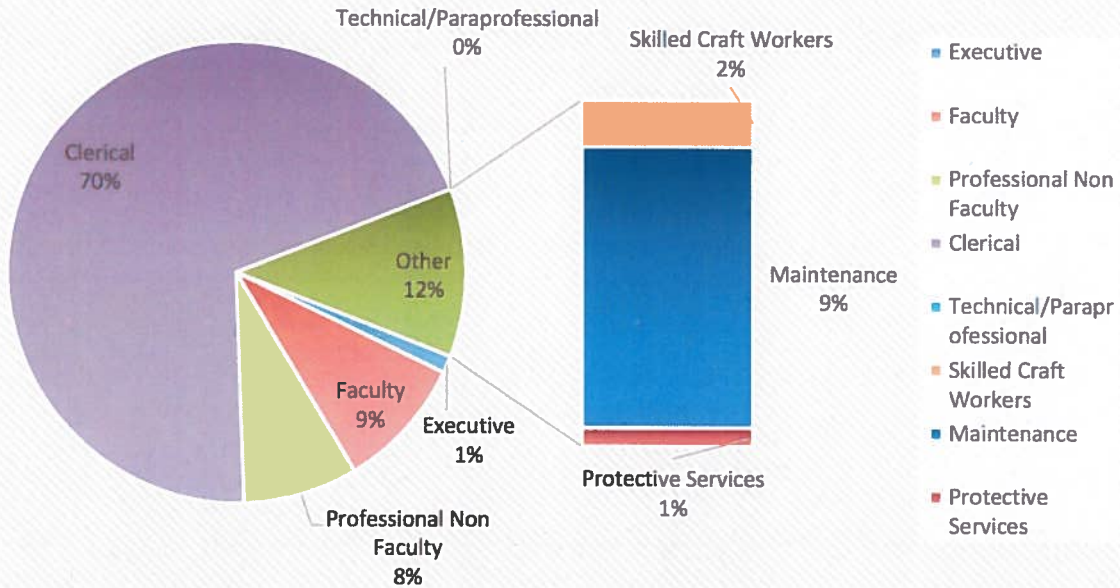
Of the combined WCSU workforce of 576, the above noted diagram features:

- 60.0% are Professional and Administrative Staff
- 38.0% are Professorate/Faculty
- 2.0% are Executive/Management

Of the combined WCSU workforce of 576, the ethnic/gender composition is:

Ethnic Composition	Gender Composition
73.4% White	48.4% Female
7.2% Black	51.6% Male
9.2% Hispanic	
10.0% Asian/Pacific Islander (Other)	

Applicants Figures for 2018-2019 Searches



There were **4,451 applicants** for WCSU searches from April 1, 2018 to March 31, 2019 with the following ethnic/gender composition:

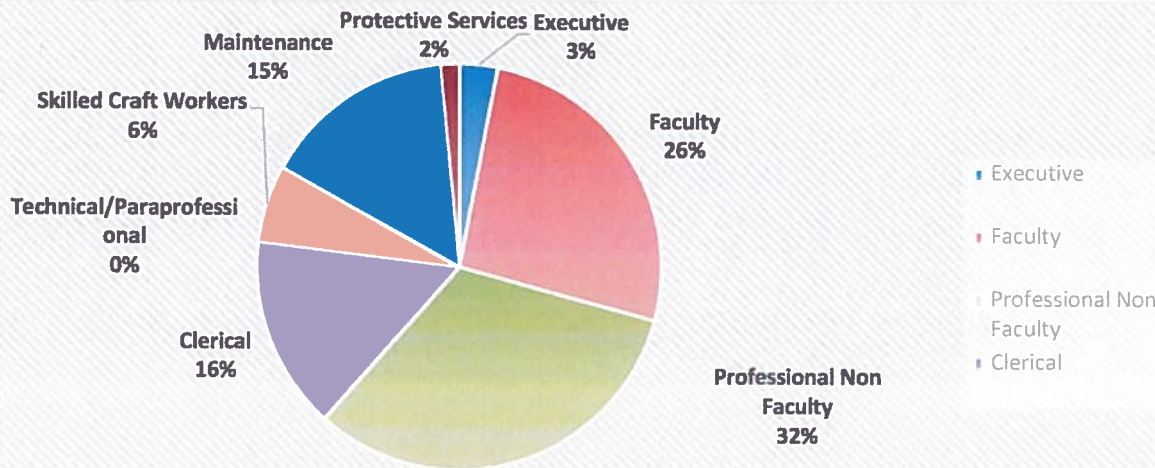
Ethnic Composition

- 29.0% White
- 15.8% Black
- 6.8% Hispanic
- 48.4% Asian/Pacific Islander (Other)

Gender Composition

- 23.2% Female
- 76.8% Male

New Hires in 2018-2019



There were **63 new hires** from April 1, 2018 to March 31, 2019 with the following ethnic/gender composition:

Ethnic Composition
 76.9% White
 4.6% Black
 13.8% Hispanic
 4.6% Asian/Pacific Islander (Other)

Gender Composition
 47.7% Female
 52.3% Male

GOAL ACHIEVEMENT

A hiring or promotional goal is set for each instance of underutilization of a race and/or gender group in any given job category. The utilization of race and/or gender groups is determined by comparing the representation of these groups in our work-force with the availability in the labor market. Underrepresentation in a specific race and/or gender group is based on the difference in percentages between the current workforce and the availability in the labor market. Hiring goals are then set based on the number of positions needed in order for the workforce to reach parity with the available population in the labor market. A promotional goal is set for each instance of underutilization of a race and/or gender group in any given job category. Promotional goals are set in lieu of or in addition to hiring goals, based on the historical pattern of fulfilling positions. This historical pattern is utilized when calculating the availability base for job categories. Because of the constantly changing labor market and University workforce, goals are updated annually.

Hiring Goals

For this reporting period, WCSU established and met fifteen (15) hiring goals and acquired sixty-three (63) new hires. Hiring occurred in the occupational categories of Executive, Faculty (Associate and Assistant Professor), Professional Non-Faculty, Clerical (All Titles), Skilled Craft Workers, Maintenances (including Custodian) and Protective Services. Since goal achievement cannot take place in categories where hiring did not occur, no goals attributable to the categories of Professor, Associate Professor and Technical/Paraprofessional EEO categories. These identified goals were not achievable, and therefore, no established goals were identified as achievable goals.

EEO Category	Hires	Goals	Goals Achieved	Percent of Goal Achievement
Executive	2	2 WF, 1 BF, 1 HM	1 goal achieved	25%
Faculty (Professor)	0			
Faculty (Associate Prof.)	4			
Faculty (Assistant Prof.)	12	1 WM, 2 BM, 2 BF, 2 HM, 3 OF	3 goals achieved	30%
Professional Non-Faculty	18	3 WF, 1 BM, 7 BF, 1 OF	4 goals achieved	33%
Technical/Paraprofessional	0	1 BM, 1 HF	0 goals achieved	0%
Clerical	15	3 WM, 1 BM, 1 HM, 1 HF	2 goals achieved	33%
Skilled Craft Workers	4	1 BM, 6 HM	0 goals achieved	0%
Service Maintenance	8	5 WM, 1 BM, 1 BF, 6 HM, 3 HF	4 goals achieved	25%
Protective Service	1	1 WM, 1 HM	0 goals achieved	0%
Total	64	58 goals established	14 goals achieved	24% overall goal achievement

Of the sixty-four (64) new hires that occurred during this reporting period, fourteen (14) or twenty-four percent (24%) met established reachable hiring goals. Additionally, in its commitment to diversify the University hired twenty-six (26) members from underrepresented groups that did not meet established goals:

1. One (1) new hire identified as a White Female from the diverse population in the Associate Professor category;
2. Seven (7) new hires identified as White Female, Other Male and Female from the diverse population in the Assistant Professor category;
3. Six (6) new hires identified as White Female and Hispanic Male from the diverse population in the Professional Non-Faculty category;
4. Ten (10) new hires identified as White Female, Hispanic Female and Other Female from the diverse population in the Secretarial/Clerical category;
5. One (1) new hire identified as a White Female from the diverse population in the Skilled Trades Worker category; and
6. One (1) new hire identified as a Black Male from the diverse population in the Service/Maintenance category.

In all, fourteen (14) out of the sixty-four (64) new hires, or twenty-four percent (24%), were goal candidates and candidates from historically underrepresented groups, including White females in non-clerical positions.

For a full explanation, see Section 46a-68-90, Goals Analysis.

Promotional Goals

For this reporting period, WCSU established and met nine (9) promotional goals and acquired twenty-four (24) faculty and staff who were promoted. Promotions occurred in the occupational categories of Executive, Faculty (Professor, and Associate Professor), Service Maintenance and Protective Services. Since goal achievement cannot take place in categories where promotions did not occur, no goals attributable to the categories of Assistant Professor, Professional Non-Faculty, Technical/Paraprofessional, Clerical (all titles) and Skilled Craft Worker EEO categories. These identified goals were not achievable, and therefore, no established goals were identified as achievable goals.

EEO Category	Promotions	Goals	Goals Achieved	Percent of Goal Achievement
Executive	1			
Faculty (Professor)	6	3 BM, 9 OM, 4 OF	1 goal achieved	6%
Faculty (Associate Prof.)	13	4 WM, 6 WF, 2 BF, 2 HF	8 goals achieved	57%
Faculty (Assistant Prof.)				
Professional Non-Faculty				
Technical/Paraprofessional				
Clerical				
Skilled Craft Workers				
Service Maintenance	2			
Protective Service	2			
Total	24	30 goals established	9 goals achieved	30% overall goal achievement

Of the twenty-four (24) promotions that occurred during this reporting period, nine (9) or thirty percent (30%) met established reachable promotional goals. Additionally, in its commitment to diversify the University promoted eleven (11) members from underrepresented groups that did not meet established goals:

1. One (1) promotion identified as a White Female from the Executive category;
2. Three (3) promotions identified as a White Female from the the Professor category;
3. Four (4) promotions identified as Other Male and Female from the diverse population in the Associate Professor category;
4. Two (2) promotions identified as a White Female and Hispanic Male from the diverse population in the Service Maintenance category; and
5. One (1) promotion identified as a Black Male from the diverse population in the Protective Services category

In all, nine (9) out of the twenty-four (24) promotions, or thirty percent (30%), were goal candidates and candidates from historically underrepresented groups, including White females in non-clerical positions.

For a full explanation, see Section 46a-68-90, Goals Analysis.

Hiring and Promotional Goals Summary

Based on Section 46a-68-40, Utilization Analysis, the University has established the following hiring and promotional goals for the period of April 1, 2019 through March 31, 2020.

EXECUTIVE

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
2	White Females		
1	Black Female		
1	Hispanic Male		

FACULTY - PROFESSOR

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
		3	Black Male
		9	AAIANHNPI Male
		4	AAIANHNPI Female

FACULTY – ASSOCIATE PROFESSOR

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
		4	White Male
		6	White Female
		2	Black Female
		2	Hispanic Female

FACULTY – ASSISTANT PROFESSOR

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
1	White Male		
2	Black Male		
2	Black Female		
2	Hispanic Male		
3	AAIANHNPI Female		

PROFESSIONAL NON-FACULTY

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
3	White Female		
1	Black Male		
7	Black Female		
1	AAIANHNPI Female		

TECHNICAL/PARAPROFESSIONAL

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
1	Black Male		
1	Hispanic Female		

SECRETARIAL/CLERICAL

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
3	White Male		
1	Black Male		
1	Hispanic Male		

SECRETARIAL/CLERICAL – SECRETARY 2

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
1	Hispanic Female		

SKILLED CRAFT WORKERS

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
1	Black Male		
6	Hispanic Male		

SERVICE MAINTENANCE

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
1	Black Female		
4	Hispanic Male		
1	Hispanic Female		

SERVICE MAINTENANCE - CUSTODIANS

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
5	White Male		
1	Black Female		
2	Hispanic Male		
2	Hispanic Female		

PROTECTIVE SERVICES

HIRING		PROMOTIONAL	
<i>New Goals</i>	<i>Ethnic/Gender Composition</i>	<i>New Goals</i>	<i>Ethnic/Gender Composition</i>
1	White Male		
1	Hispanic Male		

PROGRAM GOALS: WHAT IS ACCOMPLISHED?

The University did not identify any employment policy or practice that adversely affects any minority group candidates, including physically disabled, older persons, or women. The University will, however, continue to take a critical look at its employment processes and if disparities occur, the University will initiate a goal to remove such impact and improve the processes. In order to foster a campus climate of inclusion and diversity, to ensure equal rights for all the various groups that make up the University community and to educate our students toward appreciation for diversity, the University will:

Recruitment and Equitable Search Process

The Human Resource Department and the Office of Diversity and Equity will identify other recruitment sources for classified positions, especially for Skilled Craft Workers, Custodians and Service Maintenance positions.

Completion Date: January 2020

Responsible Person(s): Chief Diversity Officer and Chief Human Resource Officer

Promotion of Equal Opportunity and Harassment-Free Workplace

Staff/Faculty Training needed:

The Office of Diversity and Equity will continue to provide training focused specifically on implicit bias in the workplace and offer it, as part of the Cultural Diversity Training, on an annual basis. All employees will be invited to attend, but supervisors, administrators and department chairpersons will be especially targeted.

The Office of Diversity and Equity, in conjunction with members of the Division of Student Affairs and the Human Resource Department, will provide a new, comprehensive online Title IX (sexual misconduct, sexual harassment) training for employees, graduate students and undergraduates.

Completion Date: January 2020

Responsible Person(s): Provost, Vice President for the Division of Student Affairs, Chief Diversity Officer, Chief Human Resource Officer and Members of the Division of Student Affairs

**Fall 2018 Schedule
Cabinet/Council Meetings**

Month	Date	Time	Location
September	27	2 p.m.	West Side Campus, Campus Center, Room 212/214
October	25	2 p.m.	Midtown Student Center, Rm. 202
November	29	2 p.m.	Midtown Student Center, Rm. 202
December	20	2 p.m.	Midtown Student Center, Rm. 202



President's Council Meeting
Thursday, September 27, 2018 @ 2 p.m.

Westside Campus Center, Rm. 212/214
2 p.m.

Agenda

1. Emergency Operations Infrastructure (D. Cibery-Schaab)
2. AAUP & SUOAF Collective Bargaining Agreements – posted on-line (FC)
3. SAG Award Update (FC)
4. 2018 University Affirmative Action Plan/Filing (JMD)
5. 2018 Diversity Events Calendar/Announcements (JMD)
6. "I'm First" Campaign (JMD)



President's Council Meeting
Thursday, October 25, 2018 @ 2 p.m.

Midtown Campus Student Center, Rm. 202
2 p.m.

Agenda

1. Commencement 2019 (JC)
2. Complications with having so few staff members in Counseling Services (BV)
3. Follow up to our 'break glass in case of emergency' conversation. What do we do if another situation like this summer occurs? We received texts to 'shelter in place.' Does that mean to break the glass (lock door and silent alarm) even if we knew that the issue was on Midtown? (BV)
4. The Best Darn Jazz Club in Danbury Event (WC)
5. Update on student recruiting efforts, especially New Jersey (JM)
6. Budget and Tuition Update (SL)
7. President Ojakian's Tuition Proposals (JC)

Subject: President's Council Mtg.

Date: Monday, November 26, 2018 at 10:25:44 AM Eastern Standard Time

From: Janet McKay <McKayJ@wcsu.edu>

To: Barry Eckert <eckertb@wcsu.edu>, Brian Vernon <vernonb@wcsu.edu>, David Martin <martindg@wcsu.edu>, Fred Cratty <CrattyF@wcsu.edu>, Jay Murray <murrayj@wcsu.edu>, Jesenia Minier-Delgado <minierdelgadoj@wcsu.edu>, John DeRosa <derosaj@wcsu.edu>, Katy Wiss <WissK@wcsu.edu>, Keith Betts <bettsk@wcsu.edu>, Lori Mazza <mazzal@wcsu.edu>, Luigi Marcone <marconel@wcsu.edu>, Lynne LeBarron <lebarronl@wcsu.edu>, Michelle Brown <brownml@wcsu.edu>, Missy Alexander <alexanderm@wcsu.edu>, Paul Steinmetz <steinmetzp@wcsu.edu>, Rebecca Woodward <woodwardr@wcsu.edu>, Roger Connor <ConnorR@wcsu.edu>, Sean Loughran <LoughranS@wcsu.edu>, Thomas Philbrick <philbrickt@wcsu.edu>, Veronica Kenausis <kenausisv@wcsu.edu>, Walter Cramer <CramerW@wcsu.edu>

CC: John Clark <clarkj@wcsu.edu>, Mark Gegeny <GegenyM@wcsu.edu>, Beth Koschel <koschele@wcsu.edu>, Birte Pfitzner <pfitznerb@wcsu.edu>, Catherine Cote <CoteC@wcsu.edu>, Jennifer Cunningham <cunninghamj@wcsu.edu>, Karen Walsh <WalshK@wcsu.edu>, Kathleen Nostrand <nostrandk@wcsu.edu>, Keisha Stokes <StokesK@wcsu.edu>, Kimberly DeLevie <deLevieK@wcsu.edu>, Kimberly Moffett <moffettk@wcsu.edu>, Linda D'Aurio <dauriol@wcsu.edu>, Lisa Scully <scullyl@wcsu.edu>, Martha Palanzo <PalanzoM@wcsu.edu>, Stephanie Schreiber <schreibers@wcsu.edu>, Virginia Diaz <diazv@wcsu.edu>

Good morning,

Due to a scheduling conflict, the President's Council meeting originally scheduled for Thursday, November 29, at 2 p.m. has been cancelled. Once I have confirmed a room location, I will forward a new date.

Thank you and sorry for any inconvenience.

Janet

Janet McKay

Western Connecticut State University

Adm. Asst. to President

☎ (203) 837-8460 | 📠 (203) 837-8283 | ✉ mckayj@wcsu.edu



President's Council Meeting
Thursday, December 20, 2018 @ 2 p.m.

Midtown Campus Student Center, Rm. 202
2 p.m.

Agenda

1. FOI Presentation at February 14th Meeting (FC)
2. Update on Higgins Hall (LM)
3. Update from Enrollment Services (JM)
 - Fall 2019 Application Update
 - Spring 2019 Enrollment
 - NY/NJ initiative- Counselor Receptions
 - April 2019 Accepted Student Day
 - Update on WCSU Social Media Working Group
4. Announcements from University Police (RC)
 - Police Re-Certification Training Sessions
 - Homeland Security "Active Shooter Class"

**Spring 2019 Schedule
President's Council Meetings**

Month	Date	Time	Location
January	17	2 p.m.	Midtown Student Center, Rm. 202
February	14	2 p.m.	Midtown Student Center, Rm. 202
March	21	2 p.m.	Midtown Student Center, Rm. 202
April	25	2 p.m.	Midtown Student Center, Rm. 202
May	16	2 p.m.	Midtown Student Center, Rm. 202



**President's Council Meeting
Thursday, January 17, 2018 @ 2 p.m.**

**Midtown Campus Student Center, Rm. 202
2 p.m.**

Agenda

1. Firstnet On-Line Training Courses for New Hires (FC)
2. Open Forums for Campus Safety & Security (KB, RC)
3. Western's Legislative Breakfast on March 5 (JC, PS)
4. Government Shutdown* (JC)
5. Honorary Degree (JC)
6. Budget Update (SL)
7. Admissions & Applications Update (JM)
8. Annual Cultural Diversity Training (JMD)
9. Spring 2019 Cultural Diversity Events Calendar (JMD)
10. 2019 Affirmative Action Plan (JMD)

*See Attached.



**President's Council Meeting
Thursday, February 14, 2018 @ 2 p.m.**

**Midtown Campus Student Center, Rm. 202
2 p.m.**

Agenda

1. FOI Commission Presentation by Tom Hennick from the Freedom of Information Commission
2. Review any additional training requests from each division that will be completed along with HR on-line training within a new employee's first two (2) weeks of employment (FC)
3. Safety & Security Forums Update (KB, RC)
4. Updates on Spring Enrollments & Fall Applications (JM)
5. Legislative Breakfast on March 5 (PS)



**President's Council Meeting
Thursday, March 21, 2019 @ 2 p.m.**

**Midtown Campus Student Center, Rm. 202
2 p.m.**

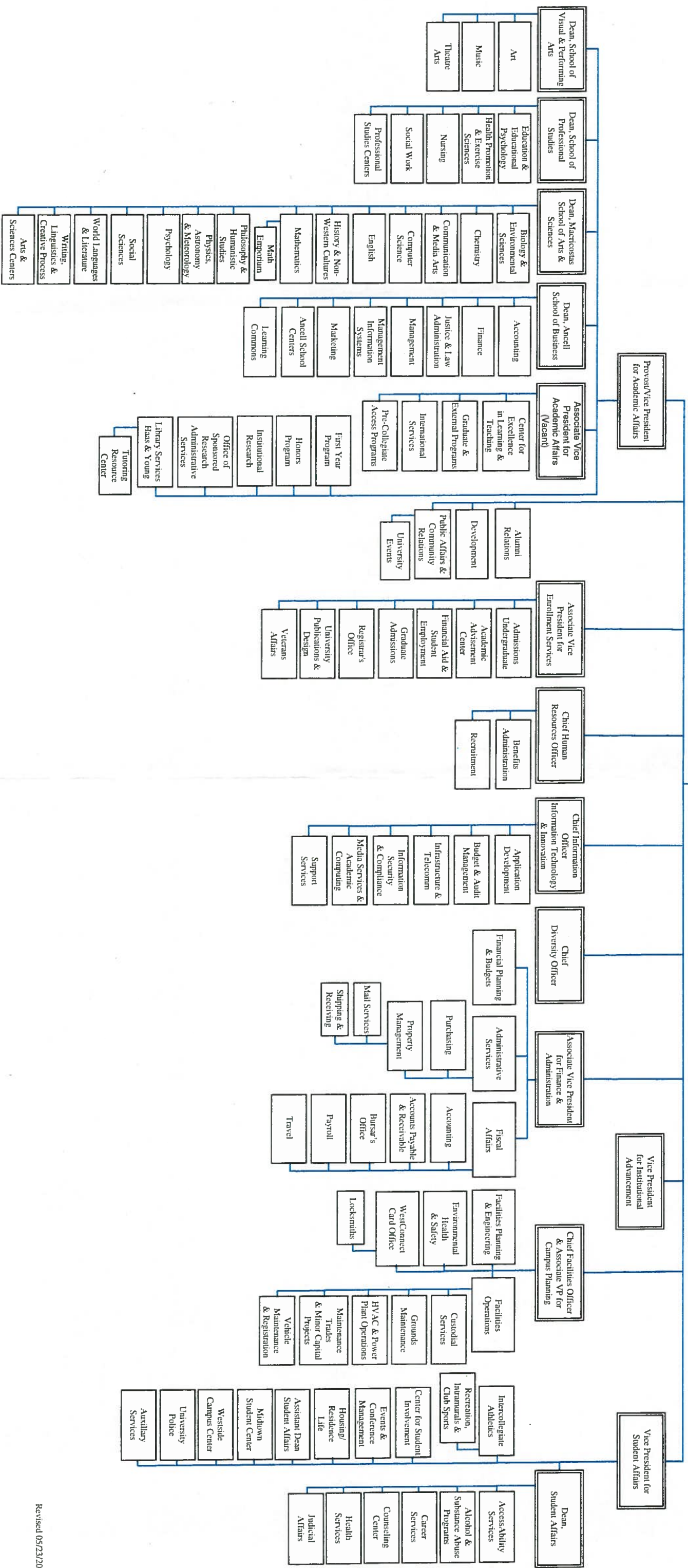
Agenda

1. Announcements
 - Ines Rivera-Prosdocimi Poetry Reading on March 28
 - Macricostas Lecture Samuel Ortencio Flores on March 22
2. Dual Employment Restrictions Policy (FC)
http://www.wesu.edu/hr/wp-content/uploads/sites/57/2018/03/Dual_Employment_Restrictions_Affordable_Care_Act_0117.pdf
3. Timeframe for faculty to complete new employee on-line training (FC)
4. Fall 2019 Undergraduate Application Update (JM)
5. Wrap Up of NJ School Counselor Receptions (JM)
6. Accepted Students Day (JM)
7. Proposed Tuition & Fees (JC)

Organizational Chart
2018 - 2019

Connecticut State
Colleges & Universities
Board of Regents for
Higher Education

President
Western Connecticut State
University



Section E
Element No. 5

ORGANIZATIONAL
ANALYSIS
Sec. 46a-68-82

Organizational Analysis

Under Section 46a-68-82(1) of the Affirmative Action Regulations of Connecticut State Agencies, the University has conducted a job title classification study that arrange all of the job titles authorized by the Department of Administrative Services and the Board of Regents/CSCU established by statute into lines of progression that depict the order of jobs through which an employee may advance. Titles without promotional opportunity have been listed separately. Unclassified titles have also been identified.

(2) The University has conducted an occupational category study, and listed each job title contained in the job title classification study and placed it in an occupational category with job titles having like job content, compensation schedules and opportunity. Titles within an occupational category are ranked from the highest to lowest compensation schedule. The salary range for each office, position and/or position classification is noted.

(3) The University has included one (or more) of the University's organizational chart(s) which illustrate the lines of progression and reporting within the University.

JOB TITLE STUDY

Administrative Assistant (CSU)
Administrative Assistant
Secretary 2
Secretary 1
Office Assistant
Clerk Typist

Assoc. Vice President for Enrollment Service
Director, Admissions (VACANT)
Associate Director, Admissions
Admissions Representative

Director, Athletics
Associate Athletics Director
Athletic Equipment Manager
Athletic Trainer

Provost/Vice President Academic Affairs
Dean-School of Visual & Perf Arts
Visual & Perf Arts Ctr Coordinator (VACANT)
Visual Arts Assistant

Instructional Technologist
Instructional Designer
Instructional Design Coordinator

Chief Information Officer (VACANT)
Director, Information Systems
Information Security Officer
Project Manager
System Manager
IT User Services Manager
Client Server Programmer
Telecommunications Manager
Network Security Specialist
Technical Coordinator
Infrastructure Services Manager
Infrastructure Services Admin
Programmer Specialist/Web Developer
Manager of Web Services
Server Specialist
PC Maintenance Technician
Customer Support Center Coordinator
Customer Support Center Assistant
Technical Support Analyst
Web Content Specialist

Provost/Vice President Academic Affairs
Dean-School of Arts & Sciences
Dean-School of Business
Dean-School of Professional Studies (VACANT)
Dean-School of Visual & Perf Arts
Associate Dean
Associate Director, Graduate Studies

Librarian
Associate Librarian
Assistant Librarian
Library Technician
Library Systems Assistant
Library Technical Assistant

Vice President for Student Affairs
Dean of Students
Assistant Dean of Student Affairs
Director, Campus & Student Ctr Auxiliary
Associate Dir of Campus & Student Ctrs

CSU Professor
Professor
Associate Professor
Assistant Professor
Instructor
Director, Academic Advisement

Associate Director, Academic Adv
Assistant Director, Academic Adv

Vice President, Institutional Adv
Director, Public Aff & Comm Relations
Assistant Dir Admin, Recruitment & Events
Coordinator University Events
Events Fiscal Assistant

Director, Health Services
Assistant Director of Health Svcs (VACANT)
Advanced Practice Registered Nurse
Registered Nurse

Associate Vice President for Enrollment Svc.
Registrar
Associate Registrar
Assistant Degree Auditor

Vice President for Student Affairs
Director of Residential Programs & Staff
Director, Housing
Associate Director, Housing & Res Life
Assistant to Director, Housing

Vice President for Student Affairs
Director, Counseling Center
Assistant Counselor

Director, University Publications and Design
Assistant Director Publications & Design
Graphic Designer/Comp Tech Photo

Assoc. Vice President for Enrollment Service
Director, Financial Aid
Associate Director, of Student Fin Svcs
Assistant Director of Financial Aid
Assistant Director of Student Financial Svcs
Assistant to the Director, Financial Aid

Chief Human Resources Officer
Assistant Director of Human Resources
Assistant in Human Resources
HR Administrative Operations Assistant

Vice President for Finance & Admin (VACANT)
Assoc. Vice President for Finance & Admin
Director, Fiscal Affairs/Controller
Director, Administrative Services
Payroll Coordinator
Bursar
Director, Financial Planning & Budgets
Associate Director of Admin Services
Associate Director, Accounts Payable
Fiscal Administrative Officer
Associate Controller
Budget Analyst
Assistant Bursar
Purchasing Assistant
Assistant Payroll Coordinator
Payroll Clerk
Assistant to Director, Fiscal Affairs (VACANT)

Vice President, Institutional Adv
Director, Institutional Res & Assessment
Director, Development
Development Database Administrator
Coordinator, Institutional Adv
Finance Assistant in IR

Provost/Vice President of Academic Affairs
Assoc Vice President of Academic Affairs
Director, Pre Collegiate & Access Programs
Upward Bound Site Advisor
Assistant Director of Upward Bound
Vice President for Student Affairs

Director, Career Services
Associate Director of Career Dev Ctr

Chief Information Officer (VACANT)
Director, Info Tech & Media Services
Assistant to Director of Media Svcs (VACANT)

Chief of Police
Police Lieutenant
Police Sergeant
Police Officer
Building/Grounds Patrol Officer

Chief Facilities Officer
Director of Facilities, Planning, Eng
Director of Facilities Scheduling & Promotion
Director, Facilities Operations
Director, Environment Health & Safety
Director of Access Ctrl One Card Svcs
Debit Card Program Manager
Access Control & Security Specialist
Assistant Director, Planning, Eng
Assistant Dir of Facilities, Scheduling & Promotion
Assistant Director, Facilities Operations
Assistant Director Facilities Utilization and Promotion
Health & Safety Assistant

Property Control & Mail Services Manager
Material Storage Supervisor 2
Storekeeper

Building Superintendent 1
Supervising Custodian
Landscape Technician
Lead Custodian
Custodian

Maintenance Supervisor 2
Building Maintenance Supervisor
Maintenance Supervisor 1
Qualified Craft Worker
General Trade Workers
Skilled Maintainer

Property Control & Mail Services Manager
Mail Service Supervisor 2
Mail Service Supervisor 1
Mail Handler

President
Provost/Vice Pres for Academic Affairs
Vice President for Student Affairs
Vice President for Finance & Admin (VACANT)
Vice President, Institutional Adv
Assoc. Vice President for Enrollment Service
Assoc. Vice President for Finance & Admin
Chief Diversity Officer
Chief Facilities Officer
Chief Human Resource Officer
Chief Information Officer
Dean-School of Arts & Sciences
Dean-School of Business
Dean-School of Professional Studies (VACANT)
Dean-School of Visual & Perf Arts

Titles with No Line of Progression

Administrative Assistant (CSU)
Assistant to Director Meteorology St/WC
Associate Director of Graduate Admissions
Associate Director of Public Relations
Associate Director of Recreation
Associate Director of Transfer
Associate Vice President for Enrollment Services
Associate Vice President for Finance and Administration
Athletic Trainer 3
Audio & Info Tech Coordinator
Chief Diversity Officer
Chief Facilities Officer
Chief Human Resources Officer
Chief Information Officer
Chief of Police
Coordinator of Substance Abuse Program
Coordinator of University Events
Director of Academic Advising
Director of Administrative Services
Director of Alumni Relations
Director of Athletics
Director of Career Services
Director of Center for Student Innovation
Director of Cooperative Education
Director of Development
Director of Health Services
Director of Honors Program
Director of Judicial Affairs

Director of Library Services
Director of Pre-College & Access Services
Director of Public Affairs and Community Relations
Director of Publications & Design
Director of Sponsored Research
Director of University Publications & Designs
Instructional Technologist
International Services Coordinator
Lab and Clinical Coordinator
Learning Commons Coordinator
Mail Services Supervisor 2
Math Emporium Coordinator
Musical Arts Assistant
President
Program Manager Lib Consortium
Property Control and Mail Services Manager
Provost
SIS Banner/ERP Specialist
Student Support Liaison
Technical Assistant in Chemistry
Veteran's Affairs Officer

**Western Connecticut State University
Occupational Category Study**

Executive, Administrative, Managerial, Management & Confidential

1. Unclassified

Position/Title Name	Salary Range	
President	\$164,300	\$262,900
Provost/Vice President Academic Affairs	\$164,300	\$262,900
Vice President, Finance and Admin (V)	\$139,800	\$223,700
Vice President, Institutional Advancement	\$139,800	\$223,700
Vice President of Student Affairs	\$139,800	\$223,700
Associate Vice President of Finance and Admin.	\$101,300	\$162,001
Associate Vice President for Enrollment Services	\$101,300	\$162,001
Associate Vice President of Academic Affairs	\$101,300	\$162,001
Dean, Arts and Sciences	\$119,000	\$190,004
Dean, School of Business	\$119,000	\$190,004
Dean, Professional Studies (V)	\$119,000	\$190,004
Dean, Visual and Performing Arts	\$119,000	\$190,004
Dean of Students	\$101,300	\$162,001
Chief Diversity Officer	\$101,300	\$162,001
Chief Facilities Officer AVP Cmp Plng	\$101,300	\$162,001
Chief Human Resources Officer	\$101,300	\$162,001
Chief Information Officer (V)	\$139,800	\$223,700
Director of Ins Research/ Assesment	\$86,200	\$137,009

2. Professional Faculty

Position/Title Name	Salary Range	
CSU Professor	\$96,521	\$129,028
Professor	\$87,747	\$117,299
Associate Professor	\$73,707	\$98,664
Assistant Professor	\$59,668	\$80,030
Instructor/Coach A	\$52,648	\$70,713

3. Professional Non-Faculty Administrator 7

Position/Title Name	Salary Range	
Associate Dean, Professional Studies	\$89,003	\$133,399
Director of Athletics	\$89,003	\$133,399
Director, Development (V)	\$89,003	\$133,399
Director Fiscal Affairs/Controller	\$89,003	\$133,399
Director of Information Systems	\$89,003	\$133,399
Director Info Technology & Media Services	\$89,003	\$133,399
Director Public Affrs Comm Relations	\$89,003	\$133,399

V = Vacant

**Western Connecticut State University
Occupational Category Study**

6. Professional Non Faculty Administrator 4

Position/Title Name	Salary Range	
Access Control & Security Specialist	\$61,617	\$98,355
Adv. Practical Registered Nurse	\$61,617	\$98,355
Associate Athletic Director	\$61,617	\$98,355
Associate Director, Accounts Payable (V)	\$61,617	\$98,355
Associate Director, Administrative Services (V)	\$61,617	\$98,355
Associate Director of Admissions	\$61,617	\$98,355
Assistant Director of Advising	\$61,617	\$98,355
Associate Director, Career Development Center	\$61,617	\$98,355
Associate Director, Campus & Stud Cntrs	\$61,617	\$98,355
Associate Director, Graduate Admissions	\$61,617	\$98,355
Associate Director, Housing & Res Life	\$61,617	\$98,355
Associate Director, Public Relations	\$61,617	\$98,355
Associate Director - Stud Fin Srvs	\$61,617	\$98,355
Associate Director - Transfer	\$61,617	\$98,355
Associate Registrar - Degree Aud&Gd	\$61,617	\$98,355
Associate Registrar - Schd Officer	\$61,617	\$98,355
Associate Registrar Studt Acdm Rec	\$61,617	\$98,355
Client Server Programmer	\$61,617	\$98,355
Coord for Ancell School of Bus	\$61,617	\$98,355
Coord. of Engineering Support	\$61,617	\$98,355
Coordinator - Substance Abuse Prgrm	\$61,617	\$98,355
Coordinator of University Events	\$61,617	\$98,355
Development Database Adminstr	\$61,617	\$98,355
Enrollment Research Analyst	\$61,617	\$98,355
Infrastructure Services Admin	\$61,617	\$98,355
Instructional Deisgner	\$61,617	\$98,355
International Services Coordinator	\$61,617	\$98,355
Laboratory & Clinical Coordinator	\$61,617	\$98,355
Manager of Web Services	\$61,617	\$98,355
Math Empo & Clinic Coordinator	\$61,617	\$98,355
Network Security Specialist	\$61,617	\$98,355
Payroll Coordinator	\$61,617	\$98,355
Programmer Specialist	\$61,617	\$98,355
Program Specialist / Web Developer	\$61,617	\$98,355
Prop Control & Mail Serv Mngr	\$61,617	\$98,355
Prop Control & Mail Serv Mngr	\$61,617	\$98,355
Server Specialist	\$61,617	\$98,355
Manager of Web Services	\$61,617	\$98,355
Technical Coordinator	\$61,617	\$98,355
Veterans Affairs Officer	\$61,617	\$98,355

V = Vacant

**Western Connecticut State University
Occupational Category Study**

8. Professional Non Faculty Administrator 2

Position/Title Name	Salary Range		
Admissions Representative	\$43,360		\$74,993
Assistant Degree Auditor	\$43,360		\$74,993
Assistant to Director Meteorology StWC	\$43,360		\$74,993
Assistant to Director of Fac Util & Prom	\$43,360		\$74,993
Assistant to Director of Fiscal Affairs	\$43,360		\$74,993
Assistant to Director of Media Services	\$43,360		\$74,993
Assistant to Director/Resident Director	\$43,360		\$74,993
Assistant to Director Hsg/Resident Director	\$43,360		\$74,993
Assistant to Director of Res Life/RD	\$43,360		\$74,993
Assistant to Director/Stud Fin Svcs	\$43,360		\$74,993
Assistant Counselor	\$43,360		\$74,993
Assistant Director of HR - Benefits	\$43,360		\$74,993
Assistant Director of HR - Recruitment	\$43,360		\$74,993
Athletic Equipment Manager	\$43,360		\$74,993
Athletic Trainer 3	\$43,360		\$74,993
Customer Support Center Assistant	\$43,360		\$74,993
Director of Health Services	\$43,360		\$74,993
Fiscal Administrative Officer	\$43,360		\$74,993
Customer Support Center Assistant	\$43,360		\$74,993
Graphic Dsgn/Comp Tech Photo	\$43,360		\$74,993
Program Manager, Library Consort	\$43,360		\$74,993
Student Support Liaison	\$43,360		\$74,993
Upward Bound Site Advisor	\$43,360		\$74,993
Visual Arts Assistant	\$43,360		\$74,993

9. Professional Non Faculty Librarians

Position/Title Name	Salary Range		
Librarian	\$87,747		\$117,299
Associate Librarian	\$73,707		\$98,664
Assistant Librarian	\$59,668		\$80,030

V = Vacant

**Western Connecticut State University
Occupational Category Study**

4. Professional Non-Faculty Administrator 6

Position/Title Name	Salary Range	
Director, Administrative Services	\$79,874	\$121,718
Director, Career Services	\$79,874	\$121,718
Director, Career Services	\$79,874	\$121,718
Director, Center for Student Inv.	\$79,874	\$121,718
Director, Counseling Services	\$79,874	\$121,718
Director of Development (V)	\$79,874	\$121,718
Director, Financial Aid and Student Empl.	\$79,874	\$121,718
Director of Fac Sched & Promotion	\$79,874	\$121,718
Director, Facilities Operations	\$79,874	\$121,718
Director, Facilities and Planning	\$79,874	\$121,718
Director, Housing and Residence Life	\$79,874	\$121,718
Director, Judicial Affairs	\$79,874	\$121,718
Director of Sponsored Rsch Adm Svc	\$79,874	\$121,718
Information Security Officer	\$79,874	\$121,718
Registrar	\$79,874	\$121,718
Coord Univ Schlrsps & Cap Camp	\$79,874	\$121,718

5. Professional Non Faculty Administrator 5

Position/Title Name		
Associate Controller	\$70,745	\$110,037
Assistant Dean of Students	\$70,745	\$110,037
Bursar	\$70,745	\$110,037
DBA/Unix Administrator (V)	\$70,745	\$110,037
Director, Academic Advisement	\$70,745	\$110,037
Director of AccessAbility Services	\$70,745	\$110,037
Director, Access Control & One-Card Services	\$70,745	\$110,037
Director, Alumni Relations/Development Office	\$70,745	\$110,037
Director of Cooperative Education	\$70,745	\$110,037
Director, Environmental Health & Safety	\$70,745	\$110,037
Director of Finance Planning & Budgets	\$70,745	\$110,037
Director of Pre-College & Access Services	\$70,745	\$110,037
Director of Residence Programs & Staff	\$70,745	\$110,037
Director of University Publication & Designs	\$70,745	\$110,037
Infrastructure Svs Manager	\$70,745	\$110,037
IT User Services Manager	\$70,745	\$110,037
Information Center Manager (V)	\$70,745	\$110,037
Project Manager	\$70,745	\$110,037
SIS Banner/ERP Specialist	\$70,745	\$110,037
System Manager	\$70,745	\$110,037
Telecommunications Manager	\$70,745	\$110,037

V = Vacant

**Western Connecticut State University
Occupational Category Study**

7. Professional Non Faculty Administrator 3

Position/Title Name			
Access/Security Technician	\$52,489		\$86,675
Assistant Bursar	\$52,489		\$86,675
Assistant Bursar - Cash Mgmt	\$52,489		\$86,675
Assistant Director, Admin Recruitment & Events	\$52,489		\$86,675
Assistant Director of Advising	\$52,489		\$86,675
Assistant Director, Facilities Operations	\$52,489		\$86,675
Assistant Director, Facilities Sch & Promotion	\$52,489		\$86,675
Assistant Director, Financial Aid	\$52,489		\$86,675
Assistant Director, Health Services (V)	\$52,489		\$86,675
Assistant Director, Honors Program (V)	\$52,489		\$86,675
Assistant Director of Planning & Eng.	\$52,489		\$86,675
Assistant Director of Publication & Design	\$52,489		\$86,675
Assistant Director, Student Financial Srv	\$52,489		\$86,675
Assistant Director, Stud Life/Stud Act	\$52,489		\$86,675
Assistant Director, Upward Bound	\$52,489		\$86,675
Assistant Payroll Coordinator	\$52,489		\$86,675
Audio & Info Tech Coordinator	\$52,489		\$86,675
Budget Analyst	\$52,489		\$86,675
Debit Card Program Manager	\$52,489		\$86,675
Finance Assistant in IA	\$52,489		\$86,675
Instructional Design Coord.	\$52,489		\$86,675
Learning Commons Coordinator	\$52,489		\$86,675
Library Systems Assistant	\$52,489		\$86,675
Musical Arts Assistant	\$52,489		\$86,675
PC Maintenance Technician	\$52,489		\$86,675
Registered Nurse	\$52,489		\$86,675
Technical Assistant in Chemist	\$52,489		\$86,675
Technical Support Analyst	\$52,489		\$86,675
Visual & Perf Arts Centr Coord	\$52,489		\$86,675
Web Content Specialist	\$52,489		\$86,675

V = Vacant

Section F
Element No. 6

**WORKFORCE
ANALYSIS**
Sec. 46a-68-83

FORM #38A

FULL-TIME WORKFORCE
LABOR MARKET AREA: FAIRFIELD COUNTY, DANBURY AREA

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Executive	0	0	0	0	0	0	0	0	0	0	0
Faculty	0	0	0	0	0	0	0	0	0	0	0
Prof Non Faculty	0	0	0	0	0	0	0	0	0	0	0
Clerical	60	1	59	1	40	0	12	0	6	0	1
		1.7%	98.3%	1.7%	66.7%	0.0%	20.0%	0.0%	10.0%	0.0%	1.7%
Tech Paraprof	9	2	7	2	5	0	2	0	0	0	0
		22.2%	77.8%	22.2%	55.6%	0.0%	22.2%	0.0%	0.0%	0.0%	0.0%
Skilled Crafts	26	25	1	21	1	1	0	0	0	3	0
		96.2%	3.8%	80.8%	3.8%	3.8%	0.0%	0.0%	0.0%	11.5%	0.0%
Maintenance	78	64	14	34	8	7	1	15	4	8	1
		82.1%	17.9%	43.6%	10.3%	9.0%	1.3%	19.2%	5.1%	10.3%	1.3%
Protective Svcs	19	17	2	12	1	2	1	1	0	2	0
		89.5%	10.5%	63.2%	5.3%	10.5%	5.3%	5.3%	0.0%	10.5%	0.0%
Total	192	109	83	70	55	10	16	16	10	13	2
		56.8%	43.2%	36.5%	28.6%	5.2%	8.3%	8.3%	5.2%	6.8%	1.0%
2018 AA Plan	195	108	87	81	60	9	16	15	10	3	1
Change +/-	-3	1	-4	-11	-5	1	0	1	0	10	1

WORKFORCE ANALYSIS-ALL

4/1/2018 - 3/31/2019
Reporting Period

FORM #38A

FULL-TIME WORKFORCE
LABOR MARKET AREA: CT

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Executive	14	9	5	7	4	2	0	0	1	0	0
		64.3%	35.7%	50.0%	28.6%	14.3%	0.0%	0.0%	7.1%	0.0%	0.0%
Faculty	220	103	117	77	91	5	4	4	7	17	15
		46.8%	53.2%	35.0%	41.4%	2.3%	1.8%	1.8%	3.2%	7.7%	6.8%
Prof Non Faculty	150	72	78	53	67	4	1	9	6	6	4
		48.0%	52.0%	35.3%	44.7%	2.7%	0.7%	6.0%	4.0%	4.0%	2.7%
Clerical	60	1	59	1	40	0	12	0	6	0	1
		1.7%	98.3%	1.7%	66.7%	0.0%	20.0%	0.0%	10.0%	0.0%	1.7%
Tech Paraprof	9	2	7	2	5	0	2	0	0	0	0
		22.2%	77.8%	22.2%	55.6%	0.0%	22.2%	0.0%	0.0%	0.0%	0.0%
Skilled Crafts	26	25	1	21	1	1	0	0	0	3	0
		96.2%	3.8%	80.8%	3.8%	3.8%	0.0%	0.0%	0.0%	11.5%	0.0%
Maintenance	78	64	14	34	8	7	1	15	4	8	1
		82.1%	17.9%	43.6%	10.3%	9.0%	1.3%	19.2%	5.1%	10.3%	1.3%
Protective Svcs	19	17	2	12	1	2	1	1	0	2	0
		89.5%	10.5%	63.2%	5.3%	10.5%	5.3%	5.3%	0.0%	10.5%	0.0%
Total	576	293	283	207	217	21	21	29	24	36	21
		50.9%	49.1%	35.9%	37.7%	3.6%	3.6%	5.0%	4.2%	6.3%	3.6%
2018 AA Plan	575	284	291	222	231	19	21	23	23	20	16
Change +/-	1	9	-8	-15	-14	2	0	6	1	16	5

FORM #38A

FULL-TIME WORKFORCE
LABOR MARKET AREA: CT

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Executive	14	9	5	7	4	2	0	0	1	0	0
		64.3%	35.7%	50.0%	28.6%	14.3%	0.0%	0.0%	7.1%	0.0%	0.0%
Faculty	220	103	117	77	91	5	4	4	7	17	15
		46.8%	53.2%	35.0%	41.4%	2.3%	1.8%	1.8%	3.2%	7.7%	6.8%
Prof Non Faculty	150	72	78	53	67	4	1	9	6	6	4
		48.0%	52.0%	35.3%	44.7%	2.7%	0.7%	6.0%	4.0%	4.0%	2.7%
Clerical	0	0	0								
Tech Paraprof	0	0	0								
Skilled Crafts	0	0	0								
Service Maintenance	0	0	0								
Protective Svcs	0	0	0								
Total	384	184	200	137	162	11	5	13	14	23	19
		47.9%	52.1%	35.7%	42.2%	2.9%	1.3%	3.4%	3.6%	6.0%	4.9%
2018 AA Plan	380	176	204	141	171	10	5	8	13	17	15
Change +/-	4	8	-4	-4	-9	1	0	5	1	6	4

Executive, Administrative, Managerial
FORM #38A

FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA: National and CT

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
President	1	1	0	1	0	0	0	0	0	0	0
Associate Vice President for Academic Affairs	0	0	0	0	0	0	0	0	0	0	0
Associate Vice President for Enrollment Svcs.	1	1	0	0	0	1	0	0	0	0	0
Associate Vice President for Facilities	1	1	0	1	0	0	0	0	0	0	0
Associate Vice President for Finance and Administration	1	1	0	1	0	0	0	0	0	0	0
Chief Diversity Officer	1	0	1	0	0	0	0	0	1	0	0
Chief Human Resources Officer	1	1	0	1	0	0	0	0	0	0	0
Chief Information Officer	0	0	0	0	0	0	0	0	0	0	0
Dean of Students Affairs	1	1	0	1	0	0	0	0	0	0	0
Dean, Ansell School of Business	1	1	0	1	0	0	0	0	0	0	0
Dean, College of Arts and Sciences	1	0	1	0	1	0	0	0	0	0	0
Dean, Professional Studies	1	0	1	0	1	0	0	0	0	0	0
Dean of Visual and Performing Arts	1	1	0	0	0	1	0	0	0	0	0
Vice President for Academic Affairs/Provost	1	0	1	0	1	0	0	0	0	0	0
Vice President for Institutional Advancement	1	0	1	0	1	0	0	0	0	0	0
Vice President for Student Affairs	1	1	0	1	0	0	0	0	0	0	0
Vice President for Finance and Administration	0	0	0	0	0	0	0	0	0	0	0
Total	14	9	5	7	4	2	0	0	1	0	0
3/18 AA Plan	15	10	5	8	4	2	0	0	1	0	0
Change +/-	-1	-1	0	-1	0	0	0	0	0	0	0

Western Connecticut
State University
Faculty
FORM #38A

WORKFORCE ANALYSIS

3/31/2019

**FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA:National and CT**

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Assistant Professor	69	28	41	22	34	0	2	0	4	6	1
Associate Professor	54	24	30	14	20	3	0	1	1	6	9
Professor	97	51	46	41	36	2	2	3	2	5	6
Total	220	103	117	77	90	5	4	4	7	17	16
3/18 AA Plan	216	108	108	77	85	5	5	6	7	20	11
Change +/-	4	-5	9	0	5	0	-1	-2	0	-3	5

FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA: Danbury and CT

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Access Control & Security Specialist	1	1	0	1	0	0	0	0	0	0	0
Admissions Representative	4	1	3	1	2	0	0	0	0	0	1
Advanced Practice Registered Nurse	1	0	1	0	1	0	0	0	0	0	0
Assistant Bursar	2	0	2	0	1	0	0	0	0	0	1
Assistant Counselor	2	0	2	0	2	0	0	0	0	0	0
Assistant Dean of Student Affairs	1	1	0	0	0	1	0	0	0	0	0
Assistant Degree Auditor	1	0	1	0	1	0	0	0	0	0	0
Assistant Director Admn Recruit & Events	1	0	1	0	1	0	0	0	0	0	0
Assistant Director Financial Aid	1	0	1	0	0	0	0	0	1	0	0
Assistant Director of Academic Advising	2	1	1	1	1	0	0	0	0	0	0
Assistant Director of Advising	1	1	0	1	0	0	0	0	0	0	0
Assistant Director of Custodial Services	1	1	0	0	0	0	0	1	0	0	0
Assistant Director of Facilities Operation	1	1	0	1	0	0	0	0	0	0	0
Assistant Director of Facilities, Scheduling and Promotions	1	0	1	0	1	0	0	0	0	0	0
Assistant Director of Fiscal Affairs	1	0	1	0	0	0	0	0	0	0	1
Assistant Director of Health Svcs	0	0	0	0	0	0	0	0	0	0	0
Assistant Director of Honors Program	0	0	0	0	0	0	0	0	0	0	0
Assistant Director of HR Benefits	1	0	1	0	1	0	0	0	0	0	0
Assistant Director of HR Recruitment	1	0	1	0	1	0	0	0	0	0	0
Assistant Director of Planning and Engineering	1	0	1	0	1	0	0	0	0	0	0
Assistant Director Media Ops	1	1	0	1	0	0	0	0	0	0	0
Assistant Director of Public & Design	1	0	1	0	1	0	0	0	0	0	0
Assistant Director of Student Financial Srv	1	0	1	0	0	0	0	0	1	0	0
Assistant Director - Target X CRM	1	1	0	1	0	0	0	0	0	0	0
Assistant Director of Upward Bound	1	0	1	0	0	0	0	0	1	0	0
Assistant Librarian	3	1	2	1	2	0	0	0	0	0	0
Assistant Payroll Coordinator	1	0	1	0	1	0	0	0	0	0	0
Assistant to Director Meteorology St/WC	1	1	0	1	0	0	0	0	0	0	0

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Assistant to Director of Fac Util & Prom	1	1	0	1	0	0	0	0	0	0	0
Assistant to Director of Financial Aid	1	1	0	1	0	0	0	0	0	0	0
Assistant to Director of Fiscal Affairs	1	1	0	0	0	0	0	1	0	0	0
Assistant to Director of Housing and Residential Life/RD	5	4	1	2	1	1	0	0	0	1	0
Assistant to Director of the Media Services	1	1	0	1	0	0	0	0	0	0	0
Associate Athletic Director	1	1	0	1	0	0	0	0	0	0	0
Associate Controller	1	0	1	0	1	0	0	0	0	0	0
Associate Dean, Prof Studies	1	0	1	0	1	0	0	0	0	0	0
Associate Director - Transfer	1	0	1	0	1	0	0	0	0	0	0
Associate Director of Admissions	1	1	0	0	0	1	0	0	0	0	0
Associate Director of Fiscal Affairs - Accounts Payable	1	0	1	0	1	0	0	0	0	0	0
Associate Director of Advising	1	0	1	0	1	0	0	0	0	0	0
Associate Director of Campus and Student Centers	1	1	0	1	0	0	0	0	0	0	0
Associate Director of Career Dev Center	1	0	1	0	1	0	0	0	0	0	0
Associate Director of Graduate Admissions	1	1	0	1	0	0	0	0	0	0	0
Associate Director of Hsng & Res Life Oper	1	1	0	1	0	0	0	0	0	0	0
Associate Director, Media Services and Information Technoogy	1	1	0	1	0	0	0	0	0	0	0
Associate Director of Public Relations	1	0	1	0	1	0	0	0	0	0	0
Associate Director of Recreation	1	0	1	0	1	0	0	0	0	0	0
Associate Director of Student Financial Svcs	1	0	1	0	1	0	0	0	0	0	0
Associate Librarian	0	0	0	0	0	0	0	0	0	0	0
Associate Registrar	3	0	3	0	3	0	0	0	0	0	0
Athletic Equipment Manager	1	1	0	1	0	0	0	0	0	0	0
Athletic Trainer 3	2	2	0	1	0	0	0	1	0	0	0
Audio & Info Tech Coordinator	1	1	0	1	0	0	0	0	0	0	0
Budget Analyst	1	0	1	0	1	0	0	0	0	0	0
Bursar	1	0	1	0	1	0	0	0	0	0	0
Client Server Programmer	1	1	0	0	0	0	0	0	0	1	0
Coordinator of Institutional Advancement	1	0	1	0	1	0	0	0	0	0	0
Coordinator of Substance Abuse Prgm	1	0	1	0	1	0	0	0	0	0	0
Coordinator of University Events	1	0	1	0	1	0	0	0	0	0	0
Customer Support Cntr Asst	1	1	0	0	0	0	0	0	0	1	0
Debit Card Program Manager	1	0	1	0	1	0	0	0	0	0	0
Development Database Admin	1	1	0	0	0	0	0	1	0	0	0
Director of Academic Advisement	1	0	1	0	1	0	0	0	0	0	0
Director of Access Cntrl One-CrdSvs	1	0	1	0	1	0	0	0	0	0	0

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Director of AccessAbility Svcs	1	0	1	0	1	0	0	0	0	0	0
Director of Admissions	2	2	0	0	0	0	0	2	0	0	0
Director of Administrative Services	1	1	0	1	0	0	0	0	0	0	0
Director of Alumni Relations	1	1	0	1	0	0	0	0	0	0	0
Director of Athletics	1	0	1	0	1	0	0	0	0	0	0
Director of Campus & Student Ctrs & Aux	1	1	0	1	0	0	0	0	0	0	0
Director of Career Services	1	0	1	0	1	0	0	0	0	0	0
Director of Center for Student Inv.	1	1	0	1	0	0	0	0	0	0	0
Director of Cooperative Education	1	1	0	1	0	0	0	0	0	0	0
Director of Env Health and Safety	1	1	0	1	0	0	0	0	0	0	0
Director of Facilities Operations	1	1	0	1	0	0	0	0	0	0	0
Director of Facilities Planning & Eng	1	1	0	1	0	0	0	0	0	0	0
Director of Faculty Schedules & Promotion	1	1	0	0	0	0	0	0	0	1	0
Director of Financial Aid & Stud Emp	1	0	1	0	0	0	0	0	1	0	0
Director of Financial Planning and Budgets	1	0	1	0	1	0	0	0	0	0	0
Director of Fiscal Affairs/Controller	1	1	0	0	0	0	0	1	0	0	0
Director of Health Services	1	0	1	0	1	0	0	0	0	0	0
Director of Housing	1	1	0	0	0	1	0	0	0	0	0
Director of Info Systems	1	1	0	1	0	0	0	0	0	0	0
Director of Info Technology & Media Services	1	0	1	0	1	0	0	0	0	0	0
Director, Library Services	1	0	1	0	1	0	0	0	0	0	0
Director of Institutional Advncmnt	1	0	1	0	1	0	0	0	0	0	0
Director of Judicial Affairs	1	1	0	1	0	0	0	0	0	0	0
Director of Pre-Coll & Access Svcs	1	1	0	1	0	0	0	0	0	0	0
Director of Public Affairs and Comm Relations	1	1	0	1	0	0	0	0	0	0	0
Director of Res Programs and Staff	1	0	1	0	1	0	0	0	0	0	0
Director of Sponsored Rsch Adm Svc	1	0	1	0	1	0	0	0	0	0	0
Director of the Counseling Center	1	0	1	0	0	0	0	0	1	0	0
Director of Univ Pub & Designs	1	1	0	1	0	0	0	0	0	0	0
Enrollment Research Analyst	0	0	0	0	0	0	0	0	0	0	0
Finance Assistant in IA	0	0	0	0	0	0	0	0	0	0	0
Fiscal Administrative Officer	1	0	1	0	0	0	0	0	1	0	0
Graphic Design/Comp Tech Photographer	1	0	1	0	1	0	0	0	0	0	0
Information Security Officer	1	1	0	1	0	0	0	0	0	0	0
Infrastructure Services Administrator	1	0	1	0	1	0	0	0	0	0	0
Infrastructure Services Manager	1	0	1	0	1	0	0	0	0	0	0
Instructional Design Coordinator	1	0	1	0	1	0	0	0	0	0	0
Instructional Designer	1	0	1	0	1	0	0	0	0	0	0
Instructional Technolgist	0	0	0	0	0	0	0	0	0	0	0
Intemational Services Coordinator	1	0	1	0	1	0	0	0	0	0	0
IT Operations & Comm Coord	1	1	0	1	0	0	0	0	0	0	0

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
IT User Services Manager	1	1	0	1	0	0	0	0	0	0	0
Lab & Clinical Coordinator	1	1	0	1	0	0	0	0	0	0	0
Academic Support for Ansell School	1	0	1	0	1	0	0	0	0	0	0
Librarian	6	3	3	2	2	0	0	0	0	1	1
Learning Management Sys Admin	1	0	1	0	1	0	0	0	0	0	0
Manager of Web Services	1	1	0	0	0	0	0	1	0	0	0
Math Emporium Coord	1	1	0	1	0	0	0	0	0	0	0
Musical Arts Assistant	1	0	1	0	1	0	0	0	0	0	0
Network Security Specialist	1	0	1	0	0	0	1	0	0	0	0
Payroll Coordinator	1	0	1	0	1	0	0	0	0	0	0
PC Maintenance Technician	4	4	0	3	0	0	0	0	0	1	0
Piano Technican	1	1	0	1	0	0	0	0	0	0	0
Prgm Mgr Lib Consort	0	0	0	0	0	0	0	0	0	0	0
Programmer Specialist/Web Developer	0	0	0	0	0	0	0	0	0	0	0
Project Manager	1	0	1	0	1	0	0	0	0	0	0
Prop Control & Mail Serv Mngr	1	1	0	1	0	0	0	0	0	0	0
Registered Nurse	1	0	1	0	1	0	0	0	0	0	0
Registrar	1	1	0	1	0	0	0	0	0	0	0
Server Specialist	1	1	0	1	0	0	0	0	0	0	0
SIS Banner/ERP Specialist	1	1	0	1	0	0	0	0	0	0	0
Student Org. Fiscal Assistant	1	0	1	0	1	0	0	0	0	0	0
Student Support Liaison	0	0	0	0	0	0	0	0	0	0	0
System Administrator	1	1	0	1	0	0	0	0	0	0	0
Technical Assistant in Chemistry	1	1	0	1	0	0	0	0	0	0	0
Technical Coordinator	1	0	1	0	1	0	0	0	0	0	0
Technical Support Analyst	0	0	0	0	0	0	0	0	0	0	0
Telecommunications Manager	1	1	0	1	0	0	0	0	0	0	0
Tutoring Resource Coordinator	1	0	1	0	1	0	0		0	0	0
Upward Bound Site Advisor	0	0	0	0	0	0	0	0	0	0	0
Veteran's Affairs Officer	1	0	1	0	1	0	0	0	0	0	0
Visual & Perf Arts Centr Coord	0	0	0	0	0	0	0	0	0	0	0
Visual Arts Assistant	1	0	1	0	1	0	0	0	0	0	0
Web Content Specialist	1	1	0	0	0	0	0	1	0	0	0
TOTAL	150	72	78	53	67	4	1	9	6	6	4
3/18 AA Plan	141	63	78	52	67	3	1	6	7	2	3
Change +/-	9	9	0	1	0	1	0	3	-1	4	1

CLERICAL
FORM #38A

FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA: FAIRFIELD COUNTY, DANBURY AREA

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Administrative Assistant	17	0	17	0	10	0	4	0	2	0	1
Administrative Assistant CSU	4	0	4	0	3	0	1	0	0	0	0
Assistant To The President	1	0	1	0	1	0	0	0	0	0	0
Assistant In HR (CSU)	2	0	2	0	2	0	0	0	0	0	0
Administrative Operations Assistant (HR)	0	0	0	0	0	0	0	0	0	0	0
Clerk Typist	0	0	0	0	0	0	0	0	0	0	0
Office Assistant	6	0	6	0	3	0	1	0	2	0	0
Payroll Clerk	1	0	1	0	1	0	0	0	0	0	0
Purchasing Assistant	1	0	1	0	1	0	0	0	0	0	0
Secretary 1	7	0	7	0	4	0	2	0	1	0	0
Secretary 2	21	1	20	1	15	0	4	0	1	0	0
Total	60	1	59	1	40	0	12	0	6	0	1
3/18 AA Plan	55	1	54	1	39	0	10	0	4	0	1
Change +/-	5	0	5	0	1	0	2	0	2	0	0

Technical and
Paraprofessional
FORM #38A

FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA: FAIRFIELD COUNTY, DANBURY AREA

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Events Fiscal Assistant	0	0	0	0	0	0	0	0	0	0	0
Health And Safety Assistant	1	1	0	1	0	0	0	0	0	0	0
Library Systems Assistant	1	1	0	1	0	0	0	0	0	0	0
Library Technical Assistant	2	0	2	0	1	0	1	0	0	0	0
Library Technician	5	0	5	0	4	0	1	0	0	0	0
Total	9	2	7	2	5	0	2	0	0	0	0
3/18 AA Plan	10	2	8	2	6	0	2	0	0	0	0
Change +/-	-1	0	-1	0	-1	0	0	0	0	0	0

FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA: FAIRFIELD COUNTY, DANBURY AREA

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Qualified Craft Worker	22	22	0	18	0	1	0	0	0	3	0
Building Maintenance Supervisor	1	1	0	1	0	0	0	0	0	0	0
Maintenance Supervisor 1	1	1	0	1	0	0	0	0	0	0	0
Maintenance Supervisor 2	1	1	0	1	0	0	0	0	0	0	0
Material Storage Supervisor 2	1	0	1	0	1	0	0	0	0	0	0
Total	26	25	1	21	1	1	0	0	0	3	0
3/18 AA Plan	26	25	1	22	1	1	0	0	0	2	0
Change +/-	0	0	0	-1	0	0	0	0	0	1	0

FULL-TIME WORKFORCE BY POSITION
LABOR MARKET AREA: FAIRFIELD COUNTY, DANBURY AREA

CATEGORY OR CLASS	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
Building Superintendant 1	1	1	0	1	0	0	0	0	0	0	0
Custodian	53	42	11	16	6	6	1	12	3	8	1
Landscape Technician	11	11	0	8	0	1	0	2	0	0	0
Lead Custodian	0	0	0	0	0	0	0	0	0	0	0
Mail Handler	2	1	1	1	0	0	0	0	1	0	0
Mail Services Supervisor	1	1	0	1	0	0	0	0	0	0	0
Skilled Maintainer	6	6	0	5	0	0	0	1	0	0	0
Storekeeper	1	1	0	1	0	0	0	0	0	0	0
Supervising Custodian	3	1	2	1	2	0	0	0	0	0	0
Total	78	64	14	34	8	7	1	15	4	8	1
3/18 AA Plan	78	63	15	44	9	6	1	13	5	0	0
Change +/-	0	1	-1	-10	-1	1	0	2	-1	8	1

Section G
Element No. 7

AVAILABILITY
ANALYSIS
Sec. 46a-68-84

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: EXECUTIVE/ADMINISTRATIVE/MANAGERIAL

LMA: CONNECTICUT/NATIONAL

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Educational Data	44.0	0.80	35.2	56.0	0.80	44.8	35.7	0.80	28.6	43.0	0.80	34.4	3.8	0.80	3.0	6.6	0.80	5.3
Unemployment	51.6	0.00	0.0	48.4	0.00	0.0	38.2	0.00	0.0	31.3	0.00	0.0	6.3	0.00	0.0	8.6	0.00	0.0
Promotable Pool	55.6	0.20	11.1	44.4	0.20	8.9	43.6	0.20	8.7	35.0	0.20	7.0	2.6	0.20	0.5	1.7	0.20	0.3
FINAL AVAIL. FACTOR			46.3			53.7			37.3			41.4			3.5			5.6
FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE								
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Educational Data	2.4	0.80	1.9	3.7	0.80	2.9	2.1	0.80	1.7	2.7	0.80	2.2						
Unemployment	5.6	0.00	0.0	7.3	0.00	0.0	1.6	0.00	0.0	1.1	0.00	0.0						
Promotable Pool	3.4	0.20	0.7	3.4	0.20	0.7	6.0	0.20	1.2	4.3	0.20	0.9						
FINAL AVAIL. FACTOR			2.6			3.6			2.9			3.1						100.0

FACTOR

SOURCE OF STATISTIC

REASON FOR WEIGHTING THE FACTOR

National Education Data	U.S. Department of Education, National Center for Education Statistics Integrated Postsecondary Education Data System (IPEDS) Fall 2017 Management Occupations - Table 314.40 (Table prepared in December 2018).	80% Weight based on national scope of recruitment searches in this category.
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Statewide SOC Code 11- Management Occupations	0% Generally, no hiring from the unemployed population.
Promotable Pool	Promotable /Transferable Workforce Analysis Data from Professor Rank & Professional Non-Faculty - Ranks VI and VII (Titles attached in worksheet data)	20% Small % of promotions occur into this category.

AVAILABILITY ANALYSIS WORKSHEET DATA

OCC. CATEGORY: EXECUTIVE/ADMINISTRATIVE/MANAGERIAL

Educational Data - Fall 2017- Management Occupations	PERCENTAGE	EXECUTIVE/ADMINISTRATIVE/MANAGERIAL																			
		T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF	RS	VW	WF	RS	VW	WF			
249527	100.0%	109672	139855	89071	107252	9367	16579	6028	9200	5206	6824	44.0	56.0	35.7	43.0	3.8	6.6	2.4	3.7	2.1	2.7
44.0%	56.0%	35.7%	43.0%	3.8%	6.6%	2.4%	3.7%	2.1%	2.7%												
CT Dept of Labor -- CT Data for AAP 4th Qtr 2018	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF										
SOC Code 11 - Mgmt Occupations	4717	2436	2281	1801	1478	298	404	262	346	75	53	51.6%	48.4%	38.2%	31.3%	6.3%	8.6%	5.6%	7.3%	1.6%	1.1%
PERCENTAGE	100.0%	51.6%	48.4%	38.2%	31.3%	6.3%	8.6%	5.6%	7.3%	1.6%	1.1%										

51.6 48.4 38.2 31.3 6.3 8.6 5.6 7.3 1.6 1.1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
OCC. CATEGORY:	PROFESSOR																					
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1	OCC. CATEGORY: PROFESSOR																					
2	TITLE:																					
3																						
4	FACTOR																					
5	TOTAL MALE																					
6	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	
7	51.7	0.00	0.0	48.3	0.00	0.0	41.1	0.00	0.0	39.0	0.00	0.0	2.7	0.00	0.0	2.5	0.00	0.0	0.0	0.0	0.0	
8	Unemployment																					
9	35.8	0.00	0.0	64.2	0.00	0.0	19.6	0.00	0.0	34.5	0.00	0.0	10.1	0.00	0.0	12.8	0.00	0.0	0.0	0.0	0.0	
10	Promotable Pool																					
11	50.0	0.80	40.0	50.0	0.80	40.0	25.9	0.80	20.7	37.0	0.80	29.6	5.6	0.80	4.5	0.0	0.80	0.0	0.0	0.0	0.0	
12	Educational Data																					
13	54.7	0.20	10.9	45.3	0.20	9.0	42.0	0.20	8.4	35.0	0.20	7.0	2.9	0.20	0.6	3.2	0.20	0.6	0.6	0.6	0.6	
14	FINAL AVAIL. FACTOR																					
15			51.0			49.0			29.1			36.6			5.1						0.6	
16	FACTOR																					
17	HISPANIC MALE																					
18	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	
19	2.4	0.00	0.0	2.5	0.00	0.0	5.4	0.00	0.0	4.2	0.00	0.0										
20	Employment																					
21	4.7	0.00	0.0	15.5	0.00	0.0	1.4	0.00	0.0	1.4	0.00	0.0										
22	Unemployment																					
23	1.9	0.80	1.5	1.9	0.80	1.5	16.7	0.80	13.3	11.1	0.80	8.9										
24	Educational Data																					
25	2.6	0.20	0.5	2.2	0.20	0.4	7.3	0.20	1.4	4.9	0.20	1.0									100.0	
26	FINAL AVAIL. FACTOR																					
27			2.0			1.9			14.7			9.9										100.0
28	FACTOR																					
29	SOURCE OF STATISTIC																					
30	2000 COS Vol. 1 Connecticut Pgs. 6 & 7																					
31	Postsecondary Teachers (251000). -Statewide																					
32	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans -																					
33	4th Qtr 2018 - Statewide																					
34	SOC Code 25.10 - Postsecondary Teachers																					
35	Promotable /Transferable																					
36	Workforce Analysis Data from Associate Professor Rank																					
37	National Education Data																					
38	U.S. Department of Education, National Center for Education Statistics																					
39	Integrated Postsecondary Education Data System (IPEDS) Fall 2017 Table 315.20																					
40	Associate Professor rank (Table prepared December 2018)																					
41	REASON FOR WEIGHTING THE FACTOR																					
42	0% Generally, limited hiring from the employed population.																					
43	Data is outdated and will use new data when available.																					
44	0% Generally no hiring from the unemployed population.																					
45	80% Largest % of promotions occur into this category from Associate Professor rank.																					
46	5% Weight based on national scope of recruitment searches in this category. Most activity is from Promotions exception to some hires.																					

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY:

ASSOCIATE PROFESSOR

LMA: CONNECTICUT/NATIONAL

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	51.7	0.00	0.0	48.3	0.00	0.0	41.1	0.00	0.0	39.0	0.00	0.0	2.7	0.00	0.0	2.5	0.00	0.0
Unemployment	35.8	0.00	0.0	64.2	0.00	0.0	19.6	0.00	0.0	34.5	0.00	0.0	10.1	0.00	0.0	12.8	0.00	0.0
Promotable Pool	40.6	0.80	32.5	59.4	0.80	47.4	31.9	0.80	25.5	49.3	0.80	39.4	0.0	0.80	0.0	2.9	0.80	2.3
Educational Data	47.6	0.20	9.5	52.4	0.20	10.6	35.3	0.20	7.1	38.9	0.20	7.8	2.7	0.20	0.5	4.5	0.20	1.0
FINAL AVAIL. FACTOR			42.0			58.0			32.6			47.2			0.5			3.3

FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.4	0.00	0.0	2.5	0.00	0.0	5.4	0.00	0.0	4.2	0.00	0.0
Unemployment	4.7	0.00	0.0	15.5	0.00	0.0	1.4	0.00	0.0	1.4	0.00	0.0
Promotable Pool	0.0	0.80	0.0	5.8	0.80	4.6	8.7	0.80	7.0	1.4	0.80	1.1
Educational Data	2.5	0.20	0.5	2.7	0.20	0.5	7.0	0.20	1.4	6.4	0.20	1.3
FINAL AVAIL. FACTOR			0.5			5.1			8.4			2.4

100.0

FACTOR	SOURCE OF STATISTIC	REASON FOR WEIGHTING THE FACTOR
Employment	2000 COS Vol. 1 Connecticut Pgs. 6 & 7 Postsecondary Teachers (251000). -Statewide	0% Generally, limited hiring from the employed population. Data is outdated and will use new data when available.
Unemployment	CT Dept. of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Statewide SOC Code 25.10 - Postsecondary Teachers	0% Generally no hiring from the unemployed population.
Promotable Pool	Promotable /Transferable Workforce Analysis Data from Assistant Professor Rank	80% Largest % of promotions occur into this category from Assistant Professor rank.
National Education Data	U.S. Department of Education, National Center for Education Statistics Integrated Postsecondary Education Data System (IPEDS) Fall 2017 Assistant Professor rank (Table prepared December 2018)	20% Weight based on national scope of recruitment searches in this category. Most activity is from promotions; exception to some hires.

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: CONNECTICUT/NATIONAL

OCC. CATEGORY:

ASSOCIATE PROFESSOR

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Census Data - 2000 CT - Vol 1 - 25100 - Postsecondary Teachers	16020	8284	7736	6590	6255	440	399	385	405	869	677
PERCENTAGE	100.0%	51.7%	48.3%	41.1%	39.0%	2.7%	2.5%	2.4%	2.5%	5.4%	4.2%

Unemployment Data CT Dept of Labor -- CT Data For AAP - 4th Qtr 2018	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SOC Code 25.10 - Postsecondary Teachers	148	53	95	29	51	15	19	7	23	2	2
PERCENTAGE	100.0%	35.8%	64.2%	19.6%	34.5%	10.1%	12.8%	4.7%	15.5%	1.4%	1.4%

Promotable Pool	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Assistant Professor	69	28	41	22	34	0	2	0	4	6	1
PERCENTAGE	100.0%	40.6%	59.4%	31.9%	49.3%	0.0%	2.9%	0.0%	5.8%	8.7%	1.4%

Educational Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
National Education Data Table 315.20 - Fall 2017 - Assistant Professor	155745	74065	81680	54980	60572	4211	6932	3960	4178	10914	9998
PERCENTAGE	100.0%	47.6%	52.4%	35.3%	38.9%	2.7%	4.5%	2.5%	2.7%	7.0%	6.4%

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: ASSISTANT PROFESSOR

LMA: CONNECTICUT/NATIONAL

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	51.7	0.10	5.2	48.3	0.10	4.8	41.1	0.10	4.1	39.0	0.10	3.9	2.7	0.10	0.3	2.5	0.10	0.2
Unemployment	35.8	0.10	3.6	64.2	0.10	6.4	19.6	0.10	2.0	34.5	0.10	3.4	10.1	0.10	1.0	12.8	0.10	1.3
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
Educational Data	43.3	0.80	34.7	56.7	0.80	45.4	33.9	0.80	27.2	43.6	0.80	34.9	2.7	0.80	2.2	4.9	0.80	3.9
FINAL AVAIL. FACTOR			43.4			56.6			33.2			42.2			3.5			5.5

FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE			REASON FOR WEIGHTING THE FACTOR
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	
Employment	2.4	0.10	0.2	2.5	0.10	0.3	5.4	0.10	0.5	4.2	0.10	0.4	10% Generally, limited hiring from the employed population. Data is outdated and weight is lower but will increase with newer data.
Unemployment	4.7	0.10	0.5	15.5	0.10	1.6	1.4	0.10	0.1	1.4	0.10	0.1	10% Small % of hiring from the unemployed population.
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0% Some promotions occur into this category from Instructor rank.
Educational Data	3.5	0.80	2.8	4.3	0.80	3.4	3.1	0.80	2.5	4.0	0.80	3.2	80% Weight based on scope of recruitment searches in this category.
FINAL AVAIL. FACTOR			3.5			5.2			3.2			3.7	

SOURCE OF STATISTIC

REASON FOR WEIGHTING THE FACTOR

100.0

100.0

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: CONNECTICUT/NATIONAL

OCC. CATEGORY:

ASSISTANT PROFESSOR

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Census Data - 2000 CT - Vol 1 - 25100 - Postsecondary Teachers	16020	8284	7736	6590	6255	440	399	385	405	869	677
PERCENTAGE	100.0%	51.7%	48.3%	41.1%	39.0%	2.7%	2.5%	2.4%	2.5%	5.4%	4.2%

Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code 25.10 - Postsecondary Teachers	148	53	95	29	51	15	19	7	23	2	2
PERCENTAGE	100.0%	35.8%	64.2%	19.6%	34.5%	10.1%	12.8%	4.7%	15.5%	1.4%	1.4%

Promotable Pool	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Instructor	0	0	0	0	0	0	0	0	0	0	0
PERCENTAGE	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Educational Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Instructor	94408	40877	53531	32045	41149	2592	4627	3270	4013	2970	3742
PERCENTAGE	100.0%	43.3%	56.7%	33.9%	43.6%	2.7%	4.9%	3.5%	4.3%	3.1%	4.0%

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: PROFESSIONAL NON-FACULTY

LMA: CONNECTICUT/NATIONAL

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	41.8	0.50	20.9	58.2	0.50	29.1	37.2	0.50	18.6	50.9	0.50	25.5	2.7	0.50	1.3	4.0	0.50	2.0
Unemployment	16.9	0.00	0.0	83.1	0.00	0.0	7.8	0.00	0.0	30.1	0.00	0.0	5.7	0.00	0.0	27.0	0.00	0.0
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
Educational Data	39.4	0.50	19.7	60.6	0.50	30.3	29.4	0.50	14.7	43.0	0.50	21.5	3.7	0.50	1.8	7.2	0.50	3.6
FINAL AVAIL. FACTOR			40.6			59.4			33.3			47.0			3.1			5.6

FACTOR	HISPANIC MALE						HISPANIC FEMALE						OTHER MALE						OTHER FEMALE					
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF			
Employment	1.2	0.50	0.6	2.0	0.50	1.0	0.8	0.50	0.4	1.3	0.50	0.6												
Unemployment	2.9	0.00	0.0	24.9	0.00	0.0	0.5	0.00	0.0	1.0	0.00	0.0												
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0												
Educational Data	3.1	0.50	1.5	5.2	0.50	2.6	3.3	0.50	1.7	5.2	0.50	2.6												
FINAL AVAIL. FACTOR			2.1			3.6			2.1			3.2			3.2						100.0			

SOURCE OF STATISTIC

REASON FOR WEIGHTING THE FACTOR

Employment	2000 COS Vol. 1 Connecticut Pgs. 2 & 3 Education Administrators (119030)	50% Generally, hiring from the employed population. Data is outdated and will use new data when available.
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Statewide SOC Code 25,90 Other Education, Training & Library Occupations	0% Generally no hiring from the unemployed population.
Promotable Pool	Promotable / Transferable	0% Very limited promotions occur into this category
National Education Data	U.S. Department of Education, National Center for Education Statistics Integrated Postsecondary Education Data System (IPEDS) Fall 2017 Bus. & Financial Operations, Computers, Engineering & Science, Community, Social Service, Legal, Arts, Design, Entertainment, Sports & Media, Healthcare Practitioners & Technicians, Librarians, Curators & Archivists Student & Academic Affairs & Other Education Services	50% Weight based on scope of recruitment searches in this category.

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: CONNECTICUT/NATIONAL

OCC. CATEGORY: PROFESSIONAL NON-FACULTY

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Census Data - 2000 CT -Vol 1 - 119030-Education Administrators	9937	4158	5779	3695	5060	265	395	120	195	78	129
PERCENTAGE	100.0%	41.8%	58.2%	37.2%	50.9%	2.7%	4.0%	1.2%	2.0%	0.8%	1.3%
Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code 25.90 - Other Education, Training & Library Occupations	385	65	320	30	116	22	104	11	96	2	4
PERCENTAGE	100.0%	16.9%	83.1%	7.8%	30.1%	5.7%	27.0%	2.9%	24.9%	0.5%	1.0%

Educational Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
National Education Data Table 315.20 - Fall 2017											
Bus. & Financial Operators	200512	53676	146836	39802	103419	5189	18333	4735	13390	3950	11694
Computers, Engineering & Science Community, Social Service, Legal, Arts, Design, Entertainment, Sports & Media	211894	128779	83115	97212	57169	7957	6772	9233	6074	14377	13100
Healthcare Practitioners & Technicians	170068	75749	94319	58468	69628	9290	11345	5304	8538	2687	4808
Librarians, Curators & Archivists	40166	11924	28242	9884	22715	700	2344	741	1414	599	1769
Student & Academic Affairs & Other Education Services	168127	54105	114022	38892	80786	6849	16389	5318	10785	3046	6062
TOTAL	897330	353901	543429	264110	386137	32755	64650	27654	46277	29382	46365
PERCENTAGE	100.0%	39.4%	60.6%	29.4%	43.0%	3.7%	7.2%	3.1%	5.2%	3.3%	5.2%

**WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS**

MARCH 31, 2019

OCC. CATEGORY: SECRETARIAL CLERICAL

LMA: FAIRFIELD COUNTY

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	12.9	0.45	5.8	87.1	0.45	39.2	9.4	0.45	4.2	69.1	0.45	31.1	1.6	0.45	0.7	9.1	0.45	4.1
Unemployment	27.4	0.10	2.8	72.6	0.10	7.3	8.3	0.10	0.8	31.2	0.10	3.1	11.3	0.10	1.1	24.5	0.10	2.4
Promotable Pool	4.8	0.45	2.1	95.2	0.45	42.8	4.8	0.45	2.1	71.4	0.45	32.1	0.0	0.45	0.0	19.0	0.45	8.6
FINAL AVAIL. FACTOR			10.7			89.3			7.2			66.3			1.8			15.1

FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	0.9	0.45	0.4	6.6	0.45	3.0	1.1	0.45	0.5	2.3	0.45	1.1
Unemployment	7.3	0.10	0.7	15.5	0.10	1.6	0.6	0.10	0.1	1.4	0.10	0.1
Promotable Pool	0.0	0.45	0.0	4.8	0.45	2.1	0.0	0.45	0.0	0.0	0.45	0.0
FINAL AVAIL. FACTOR			1.1			6.7			0.6			1.2

FACTOR	SOURCE OF STATISTIC	REASON FOR WEIGHTING THE FACTOR
Employment	2000 COS Vol. 1 Pgs. 40 & 41, Statewide Other Office & Admin. Support Wkrs (439000); Secretaries & Admin Asst (436000)	45% Primarily hiring from the employed population. Data is outdated source and will increase amount when new data is available.
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Fairfield County SOC Code: 43, Office & Administrative Support Occupations.	10% Some hiring from the unemployed population.
Promotable Pool	Promotable / Transferable Workforce Analysis Data from Secretary 2	45% Largest % of promotions occur into this category from Secretary 2

WESTERN CONNECTICUT STATE UNIVERSITY
 AVAILABILITY ANALYSIS

MARCH 31, 2019

AVAILABILITY ANALYSIS WORKSHEET DATA

OCC. CATEGORY: SECRETARIAL CLERICAL

LMA: FAIRFIELD COUNTY

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Other Office & Suppt Wkrs (439000)	10430	2838	7592	2045	5475	355	1030	193	776	245	311
Sec & Admin Asst (436000)	13879	309	13570	230	11315	35	1175	15	820	29	260
TOTAL	24309	3147	21162	2275	16790	390	2205	208	1596	274	571
PERCENTAGE	100.0%	12.9%	87.1%	9.4%	69.1%	1.6%	9.1%	0.9%	6.6%	1.1%	2.3%

Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code: 43, Office & Administrative Support Occupations.	1680	461	1219	139	524	189	411	123	261	10	23
TOTAL	1680	461	1219	139	524	189	411	123	261	10	23
PERCENTAGE	100.0%	27.4%	72.6%	8.3%	31.2%	11.3%	24.5%	7.3%	15.5%	0.6%	1.4%

Promotable Pool	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Secretary 2	21	1	20	1	15	0	4	0	1	0	0
TOTAL	21	1	20	1	15	0	4	0	1	0	0
PERCENTAGE	100.0%	4.8%	95.2%	4.8%	71.4%	0.0%	19.0%	0.0%	4.8%	0.0%	0.0%

12.9 87.1 9.4 69.1 1.6 9.1 0.9 6.6 1.1 2.3
 27.4 72.6 8.3 31.2 11.3 24.5 7.3 15.5 0.6 1.4
 4.8 95.2 4.8 71.4 0.0 19.0 0.0 4.8 0.0 0.0

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: SECRETARIAL CLERICAL
TITLE: SECRETARY 2

LMA: FAIRFIELD COUNTY

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	2.2	0.45	1.0	97.8	0.45	44.0	1.7	0.45	0.8	81.5	0.45	36.7	0.3	0.45	0.1	8.5	0.45	3.8
Unemployment	1.5	0.10	0.1	98.5	0.10	9.9	0.4	0.10	0.0	62.7	0.10	6.3	0.4	0.10	0.0	22.5	0.10	2.3
Promotable Pool	0.0	0.45	0.0	100.0	0.45	45.0	0.0	0.45	0.0	57.1	0.45	25.7	0.0	0.45	0.0	28.6	0.45	12.9
FINAL AVAIL. FACTOR			1.1			98.9			0.8			68.7			0.1			19.0
FACTOR	HISPANIC MALE																	
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	0.1	0.45	0.0	5.9	0.45	2.7	0.2	0.45	0.1	1.9	0.45	0.8						
Unemployment	0.7	0.10	0.1	12.5	0.10	1.2	0.0	0.10	0.0	0.7	0.10	0.1						
Promotable Pool	0.0	0.45	0.0	14.3	0.45	6.4	0.0	0.45	0.0	0.0	0.45	0.0						
FINAL AVAIL. FACTOR			0.1			10.2			0.1			0.9						100.0
FACTOR	SOURCE OF STATISTIC																	
Employment	2000 COS Vol. 1 Pgs. 40 & 41, Fairfield County: Secretaries & Admin Asst (436000)																	
Unemployment	CT Dept of Labor --- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Fairfield County SOC Code: 43.60, Secretaries & Administrative Assistants.																	
Promotable Pool	Promotable /Transferable Workforce Analysis Data from Secretary 1																	
	REASON FOR WEIGHTING THE FACTOR																	
Employment	45% Primarily hiring from the employed population. Lowered % of Data because it is an outdated source and will increase amount of weight when new data is available.																	
Unemployment	10% Some hiring from the unemployed population.																	
Promotable Pool	45% Largest % of promotions occur into this category from Secretary 1																	

WESTERN CONNECTICUT STATE UNIVERSITY
 AVAILABILITY ANALYSIS

MARCH 31, 2019

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: FAIRFIELD COUNTY

OCC. CATEGORY: SECRETARIAL CLERICAL - SECRETARY 2

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Sec & Admin Asst (436000)	13879	309	13570	230	11315	35	1175	15	820	29	260
TOTAL	13879	309	13570	230	11315	35	1175	15	820	29	260
PERCENTAGE	100.0%	2.2%	97.8%	1.7%	81.5%	0.3%	8.5%	0.1%	5.9%	0.2%	1.9%

Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC CODE 43.60 Secretaries & Administrative Assistants.	271	4	267	1	170	1	61	2	34	0	2
TOTAL	271	4	267	1	170	1	61	2	34	0	2
PERCENTAGE	100.0%	1.5%	98.5%	0.4%	62.7%	0.4%	22.5%	0.7%	12.5%	0.0%	0.7%

Promotable Pool	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Secretary 1	7	0	7	0	4	0	2	0	1	0	0
TOTAL	7	0	7	0	4	0	2	0	1	0	0
PERCENTAGE	100.0%	0.0%	100.0%	0.0%	57.1%	0.0%	28.6%	0.0%	14.3%	0.0%	0.0%

2.2 97.8 1.7 81.5 0.3 8.5 0.1 5.9 0.2 1.9
 1.5 98.5 0.4 62.7 0.4 22.5 0.7 12.5 0.0 0.7
 0.0 100.0 0.0 57.1 0.0 28.6 0.0 14.3 0.0 0.0

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: TECHNICAL PARAPROFESSIONAL

LMA: FAIRFIELD COUNTY

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	27.2	0.70	19.0	72.8	0.70	51.0	19.6	0.70	13.7	52.5	0.70	36.8	3.4	0.70	2.4	9.9	0.70	6.9
Unemployment	8.1	0.30	2.4	91.9	0.30	27.6	2.7	0.30	0.8	18.9	0.30	5.7	4.1	0.30	1.2	47.3	0.30	14.2
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
FINAL AVAIL. FACTOR			21.4			78.6			14.5			42.5			3.6			21.1

FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE			REASON FOR WEIGHTING THE FACTOR		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF			
Employment	1.9	0.70	1.3	7.4	0.70	5.2	2.3	0.70	1.6	3.0	0.70	2.1	70% Primarily hiring from the employed population. Data is an outdated source and will increase amount of weight when new data is available.		
Unemployment	1.4	0.30	0.4	25.7	0.30	7.7	0.0	0.30	0.0	0.0	0.30	0.0	30% Some hiring from the unemployed population.		
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0% No promotable pool		
FINAL AVAIL. FACTOR			1.7			12.9			1.6			2.1			

102.0

SOURCE OF STATISTIC

2000 COS Vol. 1 Pgs. 32 -33 & 40 & 41, Fairfield County: Library Technicians (254031) & Other Office & Admin Support Workers (43900)

CT Dept of Labor --- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Fairfield County - SOC Codes: 13.20, Financial Specialists & 25.90 Other Education, Training & Library

Promotable /T transferable

**WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS**

MARCH 31, 2019

LMA: FAIRFIELD COUNTY

OCC. CATEGORY: TECHNICAL PARAPROFESSIONAL

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Library Technicians (254031)	163	55	108	45	100	0	4	10	4	0	0
Other Office & Suppt Wkrs (439000)	10430	2838	7592	2045	5475	355	1030	193	776	245	311
TOTAL	10593	2893	7700	2090	5575	355	1034	203	780	245	311
PERCENTAGE	100.0%	27.2%	72.8%	19.6%	52.5%	3.4%	9.9%	1.9%	7.4%	2.3%	3.0%

Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th qtr 2018											
SOC CODE 13.20 Financial Specialists	341	187	154	133	90	20	30	14	21	20	13
SOC CODE 25.90 Other Education, Training & Library	74	6	68	2	14	3	35	1	19	0	0
TOTAL	415	193	222	135	104	23	65	15	40	20	13
PERCENTAGE	100.0%	8.1%	91.9%	2.7%	18.9%	4.1%	47.3%	1.4%	25.7%	0.0%	0.0%

27.2 72.8 19.6 52.5 3.4 9.9 1.9 7.4 2.3 3.0
8.1 91.9 2.7 18.9 4.1 47.3 1.4 25.7 0.0 0.0

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: SKILLED CRAFT WORKERS

LMA: FAIRFIELD COUNTY

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	98.1	0.80	78.4	1.9	0.80	1.6	67.5	0.80	54.0	1.2	0.80	1.0	5.2	0.80	4.1	0.1	0.80	0.1
Unemployment	97.8	0.20	19.6	2.2	0.20	0.4	48.9	0.20	9.8	0.5	0.20	0.1	20.7	0.20	4.1	0.5	0.20	0.1
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
FINAL AVAIL. FACTOR			98.0			2.0			63.8			1.1			8.3			0.2

FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	20.2	0.80	16.1	0.5	0.80	0.4	5.2	0.80	4.2	0.2	0.80	0.1
Unemployment	27.6	0.20	5.5	1.1	0.20	0.2	0.6	0.20	0.1	0.2	0.20	0.0
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
FINAL AVAIL. FACTOR			21.6			0.6			4.3			0.1

100.0

FACTOR	SOURCE OF STATISTIC	REASON FOR WEIGHTING THE FACTOR
Employment	2000 COS Vol. 1 Pgs. 42-43, Fairfield County: Construction Trades Workers (472000)	80% Primarily hiring from the employed population. Data is an outdated source and will increase amount of weight when new data is available.
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2019 - Fairfield County - SOC Code: 47.20, Construction Trades Workers.	20% Some hiring from the unemployed population.
Promotable Pool	Promotable /Transferable	0% No promotable pool

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: FAIRFIELD COUNTY

OCC. CATEGORY: SKILLED CRAFT WORKERS

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Construction Trades Workers (472000)	19548	19168	380	13190	230	1014	14	3939	102	1025	34
TOTAL	19548	19168	380	13190	230	1014	14	3939	102	1025	34
PERCENTAGE	100.0%	98.1%	1.9%	67.5%	1.2%	5.2%	0.1%	20.2%	0.5%	5.2%	0.2%
Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code: 47.20, Construction Trades Workers.	638	624	14	312	3	132	3	176	7	4	1
TOTAL	638	624	14	312	3	132	3	176	7	4	1
PERCENTAGE	100.0%	97.8%	2.2%	48.9%	0.5%	20.7%	0.5%	27.6%	1.1%	0.6%	0.2%

WESTERN CONNECTICUT STATE UNIVERSITY
 AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: SERVICE MAINTENANCE

LMA: FAIRFIELD COUNTY

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	82.8	0.30	24.8	17.2	0.30	5.2	53.2	0.30	16.0	3.5	0.30	1.1	5.1	0.30	1.5	6.1	0.30	1.8
Unemployment	80.8	0.20	16.2	19.2	0.20	3.8	41.6	0.20	8.3	7.7	0.20	1.5	9.1	0.20	1.8	3.7	0.20	0.8
Promotable Pool	79.2	0.50	39.6	20.8	0.50	10.4	30.2	0.50	15.1	11.3	0.50	5.6	11.3	0.50	5.6	1.9	0.50	1.0
FINAL AVAIL. FACTOR			80.6			19.4			39.4			8.2			8.9			3.6
FACTOR	HISPANIC MALE																	
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	22.5	0.30	6.8	7.2	0.30	2.2	2.0	0.30	0.6	0.4	0.30	0.1						
Unemployment	29.4	0.20	5.9	7.6	0.20	1.5	0.7	0.20	0.1	0.2	0.20	0.0						
Promotable Pool	22.6	0.50	11.3	5.7	0.50	2.8	15.1	0.50	7.6	1.9	0.50	1.0						
FINAL AVAIL. FACTOR			24.0			6.5			8.3			1.1						100.0
FACTOR	SOURCE OF STATISTIC																	
Employment	2000 COS Vol. 1 Pgs. 36 - 37 , Fairfield County: Super., Building & Grounds Cleaning & Maintenance Workers (371000)																	
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Statewide SOC Code: 37, Building & Grounds Cleaning & Maintenance Occupations.																	
Promotable Pool	Promotable /Transferable																	
	REASON FOR WEIGHTING THE FACTOR																	
Employment	30% Primarily hiring from the employed population. Data is outdated source and will increase amount when new data is available.																	
Unemployment	20% Some hiring from the unemployed population.																	
Promotable Pool	0% No promotions into category																	

WESTERN CONNECTICUT STATE UNIVERSITY
 AVAILABILITY ANALYSIS

MARCH 31, 2019

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: FAIRFIELD COUNTY

OCC. CATEGORY: SERVICE MAINTENANCE

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Super., Building & Grounds Cleaning & Maintenance Workers (371000)	978	810	168	520	34	50	60	220	70	20	4
TOTAL	978	810	168	520	34	50	60	220	70	20	4
PERCENTAGE	100.0%	82.8%	17.2%	53.2%	3.5%	5.1%	6.1%	22.5%	7.2%	2.0%	0.4%

Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code: 37, Building & Grounds Cleaning & Maintenance Occupations.	2899	2341	558	1206	224	265	107	851	221	19	6
TOTAL	2899	2341	558	1206	224	265	107	851	221	19	6
PERCENTAGE	100.0%	80.8%	19.2%	41.6%	7.7%	9.1%	3.7%	29.4%	7.6%	0.7%	0.2%

Promotable Pool	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Custodian	53	42	11	16	6	6	1	12	3	8	1
TOTAL	53	42	11	16	6	6	1	12	3	8	1
PERCENTAGE	100.0%	79.2%	20.8%	30.2%	11.3%	11.3%	1.9%	22.6%	5.7%	15.1%	1.9%

80.8 19.2 41.6 7.7 9.1 3.7 29.4 7.6 0.7 0.2
 79.2 20.8 30.2 11.3 11.3 1.9 22.6 5.7 15.1 1.9

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: SERVICE MAINTENANCE

LMA: FAIRFIELD COUNTY

TITLE: CUSTODIANS

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	77.6	0.60	46.6	22.4	0.60	13.4	38.0	0.60	22.8	6.9	0.60	4.1	12.6	0.60	7.6	2.6	0.60	1.6
Unemployment	80.8	0.40	32.3	19.2	0.40	7.7	41.6	0.40	16.6	7.7	0.40	3.1	9.1	0.40	3.7	3.7	0.40	1.5
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
FINAL AVAIL. FACTOR			78.9			21.1			39.4			7.2			11.3			3.1
FACTOR	SOURCE OF STATISTIC																	
	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE			REASON FOR WEIGHTING THE FACTOR					
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF			
Employment	23.1	0.60	13.9	12.2	0.60	7.3	3.9	0.60	2.3	0.7	0.60	0.4	60% Primarily hiring from the employed population. Data is outdated source and will increase amount when new data is available.					
Unemployment	29.4	0.40	11.7	7.6	0.40	3.0	0.7	0.40	0.3	0.2	0.40	0.1	40% Some hiring from the unemployed population.					
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0% No promotions occur into this category					
FINAL AVAIL. FACTOR			25.6			10.3			2.6			0.5						
FACTOR	SOURCE OF STATISTIC																	
Employment	2000 COS Vol. 1 Pgs. 38 - 39 , Fairfield County: Janitors & Building Cleaners (37201X)																	
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Statewide SOC Code: 37, Building & Grounds Cleaning & Maintenance Occupations.																	
Promotable Pool	Promotable /Transferable																	

WESTERN CONNECTICUT STATE UNIVERSITY
 AVAILABILITY ANALYSIS

MARCH 31, 2019

AVAILABILITY ANALYSIS WORKSHEET DATA

OCC. CATEGORY:

CUSTODIANS

LMA: FAIRFIELD COUNTY

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
Janitors & Building Cleaners (37201X)	5360	4160	1200	2035	370	675	140	1240	655	210	35
TOTAL	5360	4160	1200	2035	370	675	140	1240	655	210	35
PERCENTAGE	100.0%	77.6%	22.4%	38.0%	6.9%	12.6%	2.6%	23.1%	12.2%	3.9%	0.7%
Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code: 37, Building & Grounds Cleaning & Maintenance Occupations.	2899	2341	558	1206	224	265	107	851	221	19	6
TOTAL	2899	2341	558	1206	224	265	107	851	221	19	6
PERCENTAGE	100.0%	80.8%	19.2%	41.6%	7.7%	9.1%	3.7%	29.4%	7.6%	0.7%	0.2%
		80.8	19.2	41.6	7.7	9.1	3.7	29.4	7.6	0.7	0.2

WESTERN CONNECTICUT STATE UNIVERSITY
AVAILABILITY ANALYSIS

MARCH 31, 2019

OCC. CATEGORY: PROTECTIVE SERVICES

LMA: FAIRFIELD COUNTY

TITLE:

FACTOR	TOTAL MALE			TOTAL FEMALE			WHITE MALE			WHITE FEMALE			BLACK MALE			BLACK FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	93.4	0.90	84.0	6.6	0.90	6.0	74.4	0.90	67.0	4.2	0.90	3.8	8.0	0.90	7.2	1.6	0.90	1.5
Unemployment	72.0	0.10	7.2	28.0	0.10	2.8	29.9	0.10	3.0	6.4	0.10	0.6	26.1	0.10	2.6	13.6	0.10	1.4
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
FINAL AVAIL. FACTOR			91.2			8.8			70.0			4.4			9.8			2.9

FACTOR	HISPANIC MALE			HISPANIC FEMALE			OTHER MALE			OTHER FEMALE		
	RS	VW	WF	RS	VW	WF	RS	VW	WF	RS	VW	WF
Employment	9.9	0.90	8.9	0.7	0.90	0.6	1.0	0.90	0.9	0.1	0.90	0.1
Unemployment	14.4	0.10	1.4	7.5	0.10	0.8	1.6	0.10	0.2	0.4	0.10	0.0
Promotable Pool	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0	0.0	0.00	0.0
FINAL AVAIL. FACTOR			10.3			1.4			1.1			0.1

FACTOR	SOURCE OF STATISTIC												REASON FOR WEIGHTING THE FACTOR					
	Employment	2000 COS Vol. 1 Pgs. 36 - 37, Fairfield County: First-Line Supv./Mgr. Prot. Serv. Wkr (331000), Police Offs (333050), First-Line Supv./Mgr Police (331012), Detectives & Crim Investigators (333021)												90% Primarily hiring from the employed population. Data is outdated source and will increase amount when new data is available.				
Unemployment	CT Dept of Labor -- Connecticut Data for Affirmative Action Plans - 4th Qtr 2018 - Statewide SOC Code: 33, Protective Service Occupations.												10% Some hiring from the unemployed population.					
Promotable Pool	Promotable /Transferable												0% No promotions occur into this category					

AVAILABILITY ANALYSIS WORKSHEET DATA

LMA: FAIRFIELD COUNTY

OCC. CATEGORY: PROTECTIVE SERVICES

Employment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
First-Line Supv./Mgr. Prot. Serv. Wkr (331000)	909	885	24	700	0	80	4	95	20	10	0
Police Offs (333050)	1494	1350	144	1035	115	145	25	150	0	20	4
First-Line Supv./Mgr Police (331012)	305	305	0	260	0	15	0	30	0	0	0
Detectives & Crim Investigators (333021)	275	245	30	225	10	0	20	20	0	0	0
TOTAL	2983	2785	198	2220	125	240	49	295	20	30	4
PERCENTAGE	100.0%	93.4%	6.6%	74.4%	4.2%	8.0%	1.6%	9.9%	0.7%	1.0%	0.1%
Unemployment Data	T	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
CT Dept of Labor -- CT Data for AAP - 4th Qtr 2018											
SOC Code: 33, Protective Service Occupations	762	549	213	228	49	199	104	110	57	12	3
TOTAL	762	549	213	228	49	199	104	110	57	12	3
PERCENTAGE	100.0%	72.0%	28.0%	29.9%	6.4%	26.1%	13.6%	14.4%	7.5%	1.6%	0.4%
		72.0	28.0	29.9	6.4	26.1	13.6	14.4	7.5	1.6	0.4

Section G
Element No. 7

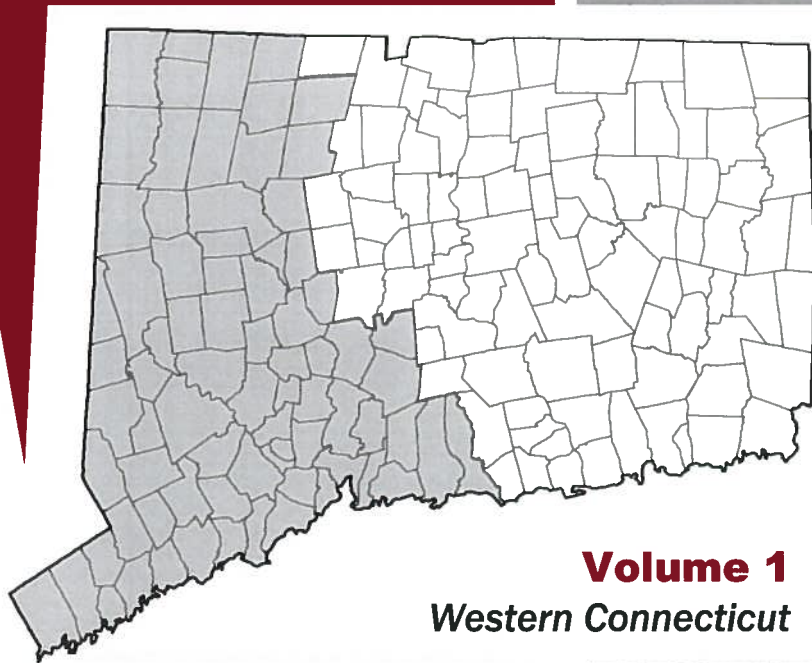
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(ATTACHMENTS AND DOCUMENTATION)

CONNECTICUT OCCUPATIONAL STATISTICS

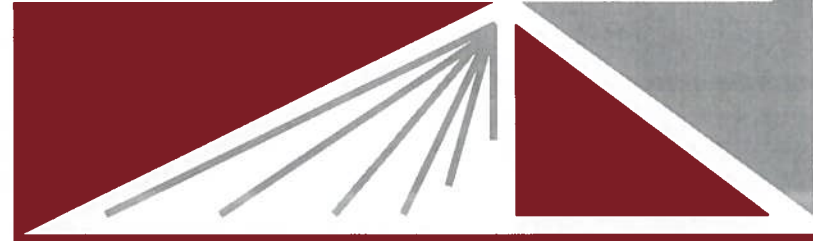
FOR EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PLANNING

2000



Volume 1
Western Connecticut

A Product of the



Commission on Human Rights & Opportunities

CONNECTICUT OCCUPATIONAL STATISTICS
OF THE
CIVILIAN LABOR FORCE

**For Equal Employment Opportunity
And Affirmative Action Planning**

***2000 Census of Population and Housing
Special EEO Tabulation***

A Product of the:

Connecticut Commission on Human Rights and Opportunities

Prepared by the:

**Connecticut Department of Labor
Office of Research**

**Revised
February 2005**

2000

Connecticut

Occupational

Statistics

**STATE OF
CONNECTICUT**

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Statewide

Occupation	Total All Races *	Total Civilian Labor Force				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
Total Civilian Labor Force	1,757,139	918,028	52.2	838,344	47.7	744,504	42.4	664,879	37.8	62,231	3.5
MGMT., BUSINESS, & FIN. OCCS. (110000)	269,675	159,068	59.0	110,547	41.0	144,195	53.5	96,010	35.6	5,010	1.9
Management Occupations (110001)	175,185	112,949	64.5	62,224	35.5	102,780	58.7	55,135	31.5	3,058	1.7
Top Executives (111000)	34,085	27,181	79.7	6,908	20.3	25,440	74.6	6,360	18.7	430	1.3
Chief Executives (111011)	21,345	17,743	83.1	3,604	16.9	16,790	78.7	3,435	16.1	205	1.0
General & Operations Mgrs. (111021)	12,395	9,224	74.4	3,169	25.6	8,450	68.2	2,840	22.9	225	1.8
Legislators (111031)	345	214	62.0	135	39.1	200	58.0	85	24.6	0	0.0
Advert., Marketing., Promo., Pub. Rel. (112000)	23,610	13,866	58.7	9,735	41.2	12,820	54.3	8,820	37.4	360	1.5
Advertising & Promotions Mgrs. (112011)	1,495	659	44.1	832	55.7	620	41.5	820	54.8	10	0.7
Marketing & Sales Mgrs. (112020)	21,120	12,774	60.5	8,345	39.5	11,790	55.8	7,495	35.5	335	1.6
Public Relations Mgrs. (112031)	995	433	43.5	558	56.1	410	41.2	505	50.8	15	1.5
Operations Specialties Mgrs. (113000)	42,525	25,851	60.8	16,668	39.2	23,445	55.1	14,575	34.3	744	1.7
Administrative Services Mgrs. (113011)	1,635	1,040	63.6	594	36.3	965	59.0	535	32.7	20	1.2
Computer & Info. Systems Mgrs. (113021)	6,010	4,245	70.6	1,763	29.3	3,855	64.1	1,620	27.0	120	2.0
Financial Managers (113031)	18,790	10,618	56.5	8,163	43.4	9,705	51.6	7,145	38.0	219	1.2
Human Resources Mgrs. (113040)	6,100	2,630	43.1	3,473	56.9	2,170	35.6	3,045	49.9	240	3.9
Industrial Production Mgrs. (113051)	4,675	3,684	78.8	990	21.2	3,415	73.0	815	17.4	65	1.4
Purchasing Managers (113061)	2,955	1,680	56.9	1,275	43.1	1,600	54.1	1,045	35.4	20	0.7
Transp., Storage, & Dist. Mgrs. (113071)	2,360	1,954	82.8	410	17.4	1,735	73.5	370	15.7	60	2.5
Other Management Occupations (119000)	74,965	46,051	61.4	28,913	38.6	41,075	54.8	25,380	33.9	1,524	2.0
Farm, Ranch, & Other Agric. Mgrs. (119011)	975	679	69.6	300	30.8	545	55.9	280	28.7	35	3.6
Farmers & Ranchers (119012)	1,265	995	78.7	275	21.7	985	77.9	265	20.9	0	0.0
Construction Managers (119021)	7,480	7,083	94.7	398	5.3	6,720	89.8	360	4.8	99	1.3
Education Administrators (119030)	9,935	4,158	41.9	5,779	58.2	3,695	37.2	5,060	50.9	265	2.7
Engineering Managers (119041)	2,360	2,214	93.8	145	6.1	2,000	84.7	145	6.1	40	1.7
Food Service Managers (119051)	7,820	4,873	62.3	2,944	37.6	3,835	49.0	2,530	32.4	160	2.0
Funeral Directors (119061)	580	509	87.8	70	12.1	455	78.4	70	12.1	35	6.0
Gaming Managers (119071)	385	228	59.2	154	40.0	220	57.1	135	35.1	0	0.0
Lodging Managers (119081)	865	454	52.5	410	47.4	340	39.3	325	37.6	45	5.2
Medical & Health Services Mgrs. (119111)	6,200	1,834	29.6	4,358	70.3	1,650	26.6	3,905	63.0	60	1.0
Natural Sciences Managers (119121)	360	250	69.4	110	30.6	200	55.6	100	27.8	0	0.0
Postmasters & Mail Superintendents (119131)	275	175	63.6	105	38.2	165	60.0	95	34.5	0	0.0
Prop., Real Est., & Comm. Assoc. Mgrs. (119141)	4,475	2,675	59.8	1,798	40.2	2,410	53.9	1,610	36.0	100	2.2
Social & Community Service Managers (119151)	3,550	1,109	31.2	2,438	68.7	880	24.8	2,015	56.8	190	5.4
Managers, All Other (119199)	28,440	18,815	66.2	9,629	33.9	16,975	59.7	8,485	29.8	495	1.7
Business & Financial Oper. Occs. (130001)	94,490	46,119	48.8	48,323	51.1	41,415	43.8	40,875	43.3	1,952	2.1
Business Operations Specialists (131000)	45,645	20,718	45.4	24,907	54.6	18,410	40.3	21,075	46.2	933	2.0
Agents & Bus. Mgrs. of Artists, Etc. (131011)	455	210	46.2	240	52.7	190	41.8	220	48.4	10	2.2
Purch. Agts & Buyers, Farm Prod. (131021)	80	40	50.0	40	50.0	40	50.0	30	37.5	0	0.0
Wholesale & Retail Buyers, Exc. Farm Prod. (131022)	2,805	1,223	43.6	1,588	56.6	1,115	39.8	1,390	49.6	40	1.4
Purch. Agts, Exc. Wholesale, Retail, Etc. (131023)	4,015	1,887	47.0	2,123	52.9	1,725	43.0	1,960	48.8	80	2.0
Claims Adj., Appr., Examiners, & Invest. (131030)	6,275	2,134	34.0	4,134	65.9	1,865	29.7	3,405	54.3	175	2.8
Compliance Officers, Exc. Agri., Etc. (131041)	1,445	724	50.1	720	49.8	590	40.8	590	40.8	70	4.8
Cost Estimators (131051)	1,205	1,074	89.1	130	10.8	1,060	88.0	110	9.1	0	0.0
Human Res., Training, & Labor Rel. Spec. (131070)	12,900	4,408	34.2	8,500	65.9	3,825	29.7	6,970	54.0	270	2.1
Logisticians (131081)	450	267	59.3	172	38.2	255	56.7	150	33.3	4	0.9
Management Analysts (131111)	12,235	7,304	59.7	4,933	40.3	6,540	53.5	4,375	35.8	144	1.2
Meeting & Convention Planners (131121)	705	115	16.3	594	84.3	80	11.3	535	75.9	35	5.0
Other Business Operations Specialists (1311XX)	3,075	1,332	43.3	1,733	56.4	1,125	36.6	1,340	43.6	105	3.4
Financial Specialists (132000)	48,845	25,401	52.0	23,416	47.9	23,005	47.1	19,800	40.5	1,019	2.1
Accountants & Auditors (132011)	27,965	13,848	49.5	14,114	50.5	12,445	44.5	11,825	42.3	664	2.4
Appraisers & Assessors of Real Estate (132021)	1,410	839	59.5	570	40.4	785	55.7	560	39.7	40	2.8

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Statewide

Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
76,358	4.3	70,774	4.0	63,532	3.6	40,519	2.3	33,575	1.9	Total Civilian Labor Force
6,910	2.6	4,448	1.6	3,678	1.4	5,415	2.0	3,949	1.5	MGMT., BUSINESS, & FIN. OCCS. (110000)
3,173	1.8	3,276	1.9	1,870	1.1	3,835	2.2	2,046	1.2	Management Occupations (110001)
290	0.9	575	1.7	135	0.4	736	2.2	123	0.4	Top Executives (111000)
60	0.3	285	1.3	50	0.2	463	2.2	59	0.3	Chief Executives (111011)
200	1.6	290	2.3	65	0.5	259	2.1	64	0.5	General & Operations Mgrs. (111021)
30	8.7	0	0.0	20	5.8	14	4.1	0	0.0	Legislators (111031)
334	1.4	282	1.2	223	0.9	404	1.7	358	1.5	Advert., Marketing., Promo., Pub. Rel. (112000)
4	0.3	14	0.9	4	0.3	15	1.0	4	0.3	Advertising & Promotions Mgrs. (112011)
285	1.3	260	1.2	215	1.0	389	1.8	350	1.7	Marketing & Sales Mgrs. (112020)
45	4.5	8	0.8	4	0.4	0	0.0	4	0.4	Public Relations Mgrs. (112031)
910	2.1	875	2.1	528	1.2	787	1.9	655	1.5	Operations Specialties Mgrs. (113000)
0	0.0	35	2.1	34	2.1	20	1.2	25	1.5	Administrative Services Mgrs. (113011)
70	1.2	85	1.4	19	0.3	185	3.1	54	0.9	Computer & Info. Systems Mgrs. (113021)
480	2.6	315	1.7	230	1.2	379	2.0	308	1.6	Financial Managers (113031)
215	3.5	140	2.3	120	2.0	80	1.3	93	1.5	Human Resources Mgrs. (113040)
45	1.0	140	3.0	45	1.0	64	1.4	85	1.8	Industrial Production Mgrs. (113051)
75	2.5	45	1.5	65	2.2	15	0.5	90	3.0	Purchasing Managers (113061)
25	1.1	115	4.9	15	0.6	44	1.9	0	0.0	Transp., Storage, & Dist. Mgrs. (113071)
1,639	2.2	1,544	2.1	984	1.3	1,908	2.5	910	1.2	Other Management Occupations (119000)
0	0.0	65	6.7	20	2.1	34	3.5	0	0.0	Farm, Ranch, & Other Agric. Mgrs. (119011)
0	0.0	10	0.8	10	0.8	0	0.0	0	0.0	Farmers & Ranchers (119012)
20	0.3	185	2.5	4	0.1	79	1.1	14	0.2	Construction Managers (119021)
395	4.0	120	1.2	195	2.0	78	0.8	129	1.3	Education Administrators (119030)
0	0.0	85	3.6	0	0.0	89	3.8	0	0.0	Engineering Managers (119041)
115	1.5	365	4.7	135	1.7	513	6.6	164	2.1	Food Service Managers (119051)
0	0.0	15	2.6	0	0.0	4	0.7	0	0.0	Funeral Directors (119061)
0	0.0	0	0.0	15	3.9	8	2.1	4	1.0	Gaming Managers (119071)
20	2.3	4	0.5	0	0.0	65	7.5	65	7.5	Lodging Managers (119081)
244	3.9	50	0.8	95	1.5	74	1.2	114	1.8	Medical & Health Services Mgrs. (119111)
0	0.0	0	0.0	0	0.0	50	13.9	10	2.8	Natural Sciences Managers (119121)
0	0.0	10	3.6	10	3.6	0	0.0	0	0.0	Postmasters & Mail Superintendents (119131)
90	2.0	130	2.9	60	1.3	35	0.8	38	0.8	Prop., Real Est., & Comm. Assoc. Mgrs. (119141)
260	7.3	35	1.0	110	3.1	4	0.1	53	1.5	Social & Community Service Managers (119151)
495	1.7	470	1.7	330	1.2	875	3.1	319	1.1	Managers, All Other (119199)
3,737	4.0	1,172	1.2	1,808	1.9	1,580	1.7	1,903	2.0	Business & Financial Oper. Occs. (130001)
2,098	4.6	555	1.2	962	2.1	820	1.8	772	1.7	Business Operations Specialists (131000)
10	2.2	0	0.0	0	0.0	10	2.2	10	2.2	Agents & Bus. Mgrs. of Artists, Etc. (131011)
10	12.5	0	0.0	0	0.0	0	0.0	0	0.0	Purch. Agts & Buyers, Farm Prod. (131021)
94	3.4	29	1.0	80	2.9	39	1.4	24	0.9	Whsle & Ret. Buyers, Exc. Farm Prod. (131022)
95	2.4	34	0.8	34	0.8	48	1.2	34	0.8	Purch. Agts, Exc. Whsle, Ret., Etc. (131023)
470	7.5	40	0.6	145	2.3	54	0.9	114	1.8	Claims Adj., Appr., Examiners, & Invest. (131030)
35	2.4	45	3.1	25	1.7	19	1.3	70	4.8	Compliance Officers, Exc. Agri., Etc. (131041)
0	0.0	10	0.8	0	0.0	4	0.3	20	1.7	Cost Estimators (131051)
860	6.7	160	1.2	400	3.1	153	1.2	270	2.1	Human Res., Training, & Labor Rel. Spec. (131070)
4	0.9	8	1.8	8	1.8	0	0.0	10	2.2	Logisticians (131081)
325	2.7	190	1.6	120	1.0	430	3.5	113	0.9	Management Analysts (131111)
10	1.4	0	0.0	30	4.3	0	0.0	19	2.7	Meeting & Convention Planners (131121)
185	6.0	39	1.3	120	3.9	63	2.0	88	2.9	Other Business Operations Specialists (1311XX)
1,639	3.4	617	1.3	846	1.7	760	1.6	1,131	2.3	Financial Specialists (132000)
985	3.5	335	1.2	485	1.7	404	1.4	819	2.9	Accountants & Auditors (132011)
10	0.7	4	0.3	0	0.0	10	0.7	0	0.0	Appraisers & Assessors of Real Estate (132021)

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Statewide

Occupation	Total All Races *	Total Civilian Labor Force				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
Physical Scientists (192000)	6,465	4,242	65.6	2,215	34.3	3,460	53.5	1,564	24.2	20	0.3
Astronomers & Physicists (192010)	195	169	86.7	25	12.8	155	79.5	25	12.8	0	0.0
Atmospheric & Space Scientists (192021)	80	70	87.5	4	5.0	70	87.5	4	5.0	0	0.0
Chemists & Materials Scientists (192030)	2,445	1,605	65.6	844	34.5	1,375	56.2	605	24.7	0	0.0
Environ. Scientists & Geoscientists (192040)	745	573	76.9	165	22.1	550	73.8	155	20.8	0	0.0
Physical Scientists, All Other (192099)	3,000	1,825	60.8	1,177	39.2	1,310	43.7	775	25.8	20	0.7
Social Scientists & Related Workers (193000)	6,165	2,749	44.6	3,400	55.2	2,540	41.2	3,110	50.4	57	0.9
Economists (193011)	340	235	69.1	100	29.4	205	60.3	80	23.5	0	0.0
Market & Survey Researchers (193020)	1,705	813	47.7	889	52.1	785	46.0	775	45.5	4	0.2
Psychologists (193030)	3,410	1,235	36.2	2,178	63.9	1,110	32.6	2,030	59.5	35	1.0
Urban & Regional Planners (193051)	295	204	69.2	84	28.5	190	64.4	80	27.1	10	3.4
Misc. Soc. Scientists, Incl. Sociologists (1930XX)	415	262	63.1	149	35.9	250	60.2	145	34.9	8	1.9
Life, Physical, & Soc. Science Techs. (194000)	3,355	1,863	55.5	1,483	44.2	1,490	44.4	1,155	34.4	94	2.8
Agric. & Food Science Technicians (194011)	195	131	67.2	59	30.3	80	41.0	45	23.1	4	2.1
Biological Technicians (194021)	140	85	60.7	60	42.9	70	50.0	50	35.7	0	0.0
Chemical Technicians (194031)	1,110	798	71.9	309	27.8	620	55.9	190	17.1	50	4.5
Geological & Petroleum Technicians (194041)	60	45	75.0	15	25.0	45	75.0	15	25.0	0	0.0
Misc. Life, Phy., & Soc. Sci. Techs. (1940XX)	1,850	804	43.5	1,040	56.2	675	36.5	855	46.2	40	2.2
Community & Social Services Occs. (210001)	27,980	9,800	35.0	18,176	65.0	7,190	25.7	13,020	46.5	1,574	5.6
Counselors, Soc. Workers, & Others (211000)	23,000	6,472	28.1	16,523	71.8	4,420	19.2	11,555	50.2	1,329	5.8
Counselors (211010)	8,660	2,865	33.1	5,794	66.9	2,055	23.7	4,355	50.3	565	6.5
Social Workers (211020)	10,910	2,408	22.1	8,494	77.9	1,530	14.0	5,860	53.7	519	4.8
Misc. Comm. & Soc. Serv. Specialists (211090)	3,430	1,199	35.0	2,235	65.2	835	24.3	1,340	39.1	245	7.1
Religious Workers (212000)	4,980	3,328	66.8	1,653	33.2	2,770	55.6	1,465	29.4	245	4.9
Clergy (212011)	3,590	2,909	81.0	679	18.9	2,445	68.1	600	16.7	205	5.7
Directors, Religious Activities & Educ. (212021)	355	100	28.2	254	71.5	100	28.2	250	70.4	0	0.0
Religious Workers, All Other (212099)	1,035	319	30.8	720	69.6	225	21.7	615	59.4	40	3.9
Legal Occupations (230001)	23,460	12,475	53.2	10,995	46.9	11,725	50.0	9,585	40.9	340	1.4
Lawyers, Judges, & Related Workers (231000)	15,575	11,221	72.0	4,351	27.9	10,650	68.4	3,795	24.4	250	1.6
Lawyers (231011)	14,610	10,702	73.3	3,908	26.7	10,170	69.6	3,420	23.4	225	1.5
Judges, Magistrates, & Other Jud. Wrkrs (231020)	965	519	53.8	443	45.9	480	49.7	375	38.9	25	2.6
Legal Support Workers (232000)	7,885	1,254	15.9	6,644	84.3	1,075	13.6	5,790	73.4	90	1.1
Paralegals & Legal Assistants (232011)	5,560	460	8.3	5,104	91.8	390	7.0	4,470	80.4	30	0.5
Miscellaneous Legal Support Workers (232090)	2,325	794	34.2	1,540	66.2	685	29.5	1,320	56.8	60	2.6
Education, Training, & Library Occs. (250001)	110,685	28,877	26.1	81,783	73.9	24,895	22.5	71,560	64.7	1,454	1.3
Postsecondary Teachers (251000)	16,010	8,284	51.7	7,736	48.3	6,590	41.2	6,255	39.1	440	2.7
Primary, Sec. & Special Ed. Teachers (252000)	65,730	15,198	23.1	50,510	76.8	13,965	21.2	46,010	70.0	605	0.9
Preschool & Kindergarten Teachers (252010)	7,100	219	3.1	6,873	96.8	95	1.3	5,860	82.5	40	0.6
Elementary & Middle School Teachers (252020)	42,280	9,095	21.5	33,184	78.5	8,305	19.6	30,420	71.9	410	1.0
Secondary School Teachers (252030)	12,785	5,389	42.2	7,389	57.8	5,135	40.2	6,815	53.3	115	0.9
Special Education Teachers (252040)	3,565	495	13.9	3,064	85.9	430	12.1	2,915	81.8	40	1.1
Other Teachers & Instructors (253000)	9,155	2,933	32.0	6,215	67.9	2,530	27.6	5,370	58.7	159	1.7
Librarians, Curators, & Archivists (254000)	5,145	1,088	21.1	4,062	79.0	865	16.8	3,645	70.8	75	1.5
Archivists, Curators, & Museum Techs. (254010)	805	309	38.4	499	62.0	255	31.7	435	54.0	35	4.3
Librarians (254021)	3,445	474	13.8	2,970	86.2	375	10.9	2,675	77.6	0	0.0
Library Technicians (254031)	895	305	34.1	593	66.3	235	26.3	535	59.8	40	4.5
Other Educ., Training, & Library Occs. (259000)	14,645	1,374	9.4	13,260	90.5	945	6.5	10,280	70.2	175	1.2
Teacher Assistants (259041)	13,885	1,084	7.8	12,790	92.1	710	5.1	9,840	70.9	155	1.1
Other Educ., Training, & Library Wrkrs (2590XX)	760	290	38.2	470	61.8	235	30.9	440	57.9	20	2.6
Arts, Des., Entert., Sports, & Media Occs. (270001)	38,310	20,177	52.7	18,059	47.1	18,080	47.2	16,360	42.7	823	2.1
Art & Design Workers (271000)	15,780	7,238	45.9	8,527	54.0	6,610	41.9	7,870	49.9	210	1.3
Artists & Related Workers (271010)	3,360	1,664	49.5	1,682	50.1	1,560	46.4	1,555	46.3	35	1.0

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Statewide

Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
53	0.8	113	1.7	134	2.1	649	10.0	464	7.2	Physical Scientists (192000)
0	0.0	4	2.1	0	0.0	10	5.1	0	0.0	Astronomers & Physicists (192010)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Atmospheric & Space Scientists (192021)
4	0.2	45	1.8	75	3.1	185	7.6	160	6.5	Chemists & Materials Scientists (192030)
0	0.0	4	0.5	10	1.3	19	2.6	0	0.0	Environ. Scientists & Geoscientists (192040)
49	1.6	60	2.0	49	1.6	435	14.5	304	10.1	Physical Scientists, All Other (192099)
80	1.3	44	0.7	79	1.3	108	1.8	131	2.1	Social Scientists & Related Workers (193000)
0	0.0	15	4.4	10	2.9	15	4.4	10	2.9	Economists (193011)
25	1.5	4	0.2	24	1.4	20	1.2	65	3.8	Market & Survey Researchers (193020)
55	1.6	25	0.7	45	1.3	65	1.9	48	1.4	Psychologists (193030)
0	0.0	0	0.0	0	0.0	4	1.4	4	1.4	Urban & Regional Planners (193051)
0	0.0	0	0.0	0	0.0	4	1.0	4	1.0	Misc. Soc. Scientists, Incl. Sociologists (1930XX)
150	4.5	94	2.8	95	2.8	185	5.5	83	2.5	Life, Physical, & Soc. Science Techs. (194000)
0	0.0	35	17.9	10	5.1	12	6.2	4	2.1	Agric. & Food Science Technicians (194011)
0	0.0	0	0.0	0	0.0	15	10.7	10	7.1	Biological Technicians (194021)
65	5.9	45	4.1	35	3.2	83	7.5	19	1.7	Chemical Technicians (194031)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Geological & Petroleum Technicians (194041)
85	4.6	14	0.8	50	2.7	75	4.1	50	2.7	Misc. Life, Phy., & Soc. Sci. Techs. (1940XX)
3,015	10.8	669	2.4	1,764	6.3	367	1.3	377	1.3	Community & Social Services Occs. (210001)
2,950	12.8	570	2.5	1,705	7.4	153	0.7	313	1.4	Counselors, Soc. Workers, & Others (211000)
960	11.1	175	2.0	400	4.6	70	0.8	79	0.9	Counselors (211010)
1,515	13.9	305	2.8	965	8.8	54	0.5	154	1.4	Social Workers (211020)
475	13.8	90	2.6	340	9.9	29	0.8	80	2.3	Misc. Comm. & Soc. Serv. Specialists (211090)
65	1.3	99	2.0	59	1.2	214	4.3	64	1.3	Religious Workers (212000)
35	1.0	85	2.4	14	0.4	174	4.8	30	0.8	Clergy (212011)
0	0.0	0	0.0	0	0.0	0	0.0	4	1.1	Directors, Religious Activities & Educ. (212021)
30	2.9	14	1.4	45	4.3	40	3.9	30	2.9	Religious Workers, All Other (212099)
634	2.7	114	0.5	470	2.0	296	1.3	306	1.3	Legal Occupations (230001)
249	1.6	65	0.4	155	1.0	256	1.6	152	1.0	Lawyers, Judges, & Related Workers (231000)
205	1.4	65	0.4	145	1.0	242	1.7	138	0.9	Lawyers (231011)
44	4.6	0	0.0	10	1.0	14	1.5	14	1.5	Judges, Magistrates, & Other Jud. Wrks (231020)
385	4.9	49	0.6	315	4.0	40	0.5	154	2.0	Legal Support Workers (232000)
305	5.5	25	0.4	220	4.0	15	0.3	109	2.0	Paralegals & Legal Assistants (232011)
80	3.4	24	1.0	95	4.1	25	1.1	45	1.9	Miscellaneous Legal Support Workers (232090)
4,218	3.8	1,184	1.1	3,719	3.4	1,344	1.2	2,286	2.1	Education, Training, & Library Occs. (250001)
399	2.5	385	2.4	405	2.5	869	5.4	677	4.2	Postsecondary Teachers (251000)
1,909	2.9	419	0.6	1,650	2.5	209	0.3	941	1.4	Primary, Sec. & Special Ed. Teachers (252000)
465	6.5	74	1.0	405	5.7	10	0.1	143	2.0	Preschool & Kindergarten Teachers (252010)
1,139	2.7	225	0.5	980	2.3	155	0.4	645	1.5	Elementary & Middle School Teachers (252020)
245	1.9	95	0.7	200	1.6	44	0.3	129	1.0	Secondary School Teachers (252030)
60	1.7	25	0.7	65	1.8	0	0.0	24	0.7	Special Education Teachers (252040)
385	4.2	130	1.4	225	2.5	114	1.2	235	2.6	Other Teachers & Instructors (253000)
150	2.9	50	1.0	94	1.8	98	1.9	173	3.4	Librarians, Curators, & Archivists (254000)
20	2.5	0	0.0	0	0.0	19	2.4	44	5.5	Archivists, Curators, & Museum Techs. (254010)
95	2.8	30	0.9	90	2.6	69	2.0	110	3.2	Librarians (254021)
35	3.9	20	2.2	4	0.4	10	1.1	19	2.1	Library Technicians (254031)
1,375	9.4	200	1.4	1,345	9.2	54	0.4	260	1.8	Other Educ., Training, & Library Occs. (259000)
1,345	9.7	175	1.3	1,345	9.7	44	0.3	260	1.9	Teacher Assistants (259041)
30	3.9	25	3.3	0	0.0	10	1.3	0	0.0	Other Educ., Training, & Library Wrks (2590XX)
480	1.3	712	1.9	709	1.9	562	1.5	510	1.3	Arts, Des., Entert., Sports, & Media Occs. (270001)
190	1.2	225	1.4	240	1.5	193	1.2	227	1.4	Art & Design Workers (271000)
30	0.9	45	1.3	35	1.0	24	0.7	62	1.8	Artists & Related Workers (271010)

2000

Connecticut

Occupational

Statistics

FAIRFIELD

County

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Fairfield County

Occupation	Total All Races *	Total Civilian Labor Force				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
Physical Scientists (192000)	1,155	757	65.5	398	34.5	645	55.8	280	24.2	4	0.3
Astronomers & Physicists (192010)	40	40	100.0	0	0.0	40	100.0	0	0.0	0	0.0
Atmospheric & Space Scientists (192021)	20	20	100.0	0	0.0	20	100.0	0	0.0	0	0.0
Chemists & Materials Scientists (192030)	485	264	54.4	219	45.2	205	42.3	125	25.8	0	0.0
Environ. Scientists & Geoscientists (192040)	170	150	88.2	20	11.8	150	88.2	20	11.8	0	0.0
Physical Scientists, All Other (192099)	440	283	64.3	159	36.1	230	52.3	135	30.7	4	0.9
Social Scientists & Related Workers (193000)	2,285	1,011	44.2	1,274	55.8	930	40.7	1,150	50.3	4	0.2
Economists (193011)	205	154	75.1	50	24.4	140	68.3	40	19.5	0	0.0
Market & Survey Researchers (193020)	990	480	48.5	510	51.5	460	46.5	425	42.9	0	0.0
Psychologists (193030)	935	288	30.8	644	68.9	245	26.2	615	65.8	0	0.0
Urban & Regional Planners (193051)	110	65	59.1	50	45.5	65	59.1	50	45.5	0	0.0
Misc. Soc. Scientists, Incl. Sociologists (1930XX)	45	24	53.3	20	44.4	20	44.4	20	44.4	4	8.9
Life, Physical, & Soc. Science Techs. (194000)	595	321	53.9	263	44.2	180	30.3	190	31.9	44	7.4
Agric. & Food Science Technicians (194011)	70	54	77.1	14	20.0	25	35.7	0	0.0	0	0.0
Biological Technicians (194021)	10	0	0.0	10	100.0	0	0.0	10	100.0	0	0.0
Chemical Technicians (194031)	270	184	68.1	79	29.3	80	29.6	40	14.8	40	14.8
Geological & Petroleum Technicians (194041)	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Misc. Life, Phy., & Soc. Sci. Techs. (1940XX)	245	83	33.9	160	65.3	75	30.6	140	57.1	4	1.6
Community & Social Services Occs. (210001)	5,895	2,190	37.2	3,687	62.5	1,470	24.9	2,480	42.1	385	6.5
Counselors, Soc. Workers, & Others (211000)	4,535	1,212	26.7	3,314	73.1	730	16.1	2,140	47.2	320	7.1
Counselors (211010)	1,795	554	30.9	1,235	68.8	385	21.4	865	48.2	120	6.7
Social Workers (211020)	2,160	470	21.8	1,689	78.2	240	11.1	1,135	52.5	145	6.7
Misc. Comm. & Soc. Serv. Specialists (211090)	580	188	32.4	390	67.2	105	18.1	140	24.1	55	9.5
Religious Workers (212000)	1,360	978	71.9	373	27.4	740	54.4	340	25.0	65	4.8
Clergy (212011)	1,040	880	84.6	164	15.8	685	65.9	160	15.4	55	5.3
Directors, Religious Activities & Educ. (212021)	115	20	17.4	94	81.7	20	17.4	90	78.3	0	0.0
Religious Workers, All Other (212099)	205	78	38.0	115	56.1	35	17.1	90	43.9	10	4.9
Legal Occupations (230001)	7,760	4,812	62.0	2,943	37.9	4,570	58.9	2,500	32.2	79	1.0
Lawyers, Judges, & Related Workers (231000)	6,020	4,554	75.6	1,460	24.3	4,335	72.0	1,285	21.3	75	1.2
Lawyers (231011)	5,715	4,389	76.8	1,325	23.2	4,195	73.4	1,200	21.0	60	1.0
Judges, Magistrates, & Other Jud. Wrks (231020)	305	165	54.1	135	44.3	140	45.9	85	27.9	15	4.9
Legal Support Workers (232000)	1,740	258	14.8	1,483	85.2	235	13.5	1,215	69.8	4	0.2
Paralegals & Legal Assistants (232011)	1,240	54	4.4	1,189	95.9	50	4.0	985	79.4	0	0.0
Miscellaneous Legal Support Workers (232090)	500	204	40.8	294	58.8	185	37.0	230	46.0	4	0.8
Education, Training, & Library Occs. (250001)	26,115	6,057	23.2	20,030	76.7	5,320	20.4	17,615	67.5	284	1.1
Postsecondary Teachers (251000)	2,440	1,229	50.4	1,204	49.3	1,030	42.2	1,045	42.8	75	3.1
Primary, Sec. & Special Ed. Teachers (252000)	16,850	3,673	21.8	13,163	78.1	3,370	20.0	12,025	71.4	159	0.9
Preschool & Kindergarten Teachers (252010)	2,040	55	2.7	1,984	97.3	25	1.2	1,655	81.1	10	0.5
Elementary & Middle School Teachers (252020)	10,955	2,325	21.2	8,618	78.7	2,125	19.4	7,980	72.8	115	1.0
Secondary School Teachers (252030)	3,095	1,249	40.4	1,848	59.7	1,190	38.4	1,695	54.8	30	1.0
Special Education Teachers (252040)	760	44	5.8	713	93.8	30	3.9	695	91.4	4	0.5
Other Teachers & Instructors (253000)	2,130	638	30.0	1,488	69.9	530	24.9	1,310	61.5	20	0.9
Librarians, Curators, & Archivists (254000)	1,165	249	21.4	921	79.1	185	15.9	885	76.0	0	0.0
Archivists, Curators, & Museum Techs. (254010)	130	64	49.2	65	50.0	45	34.6	55	42.3	0	0.0
Librarians (254021)	875	130	14.9	748	85.5	95	10.9	730	83.4	0	0.0
Library Technicians (254031)	160	55	34.4	108	67.5	45	28.1	100	62.5	0	0.0
Other Educ., Training, & Library Occs. (259000)	3,530	268	7.6	3,254	92.2	205	5.8	2,350	66.6	30	0.8
Teacher Assistants (259041)	3,370	244	7.2	3,119	92.6	185	5.5	2,235	66.3	30	0.9
Other Educ., Training, & Library Wrks (2590XX)	160	24	15.0	135	84.4	20	12.5	115	71.9	0	0.0
Arts, Des., Entert., Sports, & Media Occs. (270001)	13,510	6,801	50.3	6,644	49.2	6,149	45.5	6,059	44.8	228	1.7
Art & Design Workers (271000)	5,750	2,461	42.8	3,273	56.9	2,225	38.7	3,015	52.4	65	1.1
Artists & Related Workers (271010)	1,330	632	47.5	693	52.1	560	42.1	645	48.5	25	1.9

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Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
4	0.3	18	1.6	29	2.5	90	7.8	85	7.4	Physical Scientists (192000)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Astronomers & Physicists (192010)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Atmospheric & Space Scientists (192021)
4	0.8	14	2.9	25	5.2	45	9.3	65	13.4	Chemists & Materials Scientists (192030)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Environ. Scientists & Geoscientists (192040)
0	0.0	4	0.9	4	0.9	45	10.2	20	4.5	Physical Scientists, All Other (192099)
10	0.4	24	1.1	20	0.9	53	2.3	94	4.1	Social Scientists & Related Workers (193000)
0	0.0	10	4.9	0	0.0	4	2.0	10	4.9	Economists (193011)
10	1.0	0	0.0	20	2.0	20	2.0	55	5.6	Market & Survey Researchers (193020)
0	0.0	14	1.5	0	0.0	29	3.1	29	3.1	Psychologists (193030)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Urban & Regional Planners (193051)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Misc. Soc. Scientists, Incl. Sociologists (1930XX)
35	5.9	44	7.4	24	4.0	53	8.9	14	2.4	Life, Physical, & Soc. Science Techs. (194000)
0	0.0	25	35.7	10	14.3	4	5.7	4	5.7	Agric. & Food Science Technicians (194011)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Biological Technicians (194021)
25	9.3	19	7.0	4	1.5	45	16.7	10	3.7	Chemical Technicians (194031)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Geological & Petroleum Technicians (194041)
10	4.1	0	0.0	10	4.1	4	1.6	0	0.0	Misc. Life, Phy., & Soc. Sci. Techs. (1940XX)
724	12.3	198	3.4	430	7.3	137	2.3	53	0.9	Community & Social Services Occs. (210001)
710	15.7	124	2.7	415	9.2	38	0.8	49	1.1	Counselors, Soc. Workers, & Others (211000)
250	13.9	45	2.5	105	5.8	4	0.2	15	0.8	Counselors (211010)
315	14.6	55	2.5	205	9.5	30	1.4	34	1.6	Social Workers (211020)
145	25.0	24	4.1	105	18.1	4	0.7	0	0.0	Misc. Comm. & Soc. Serv. Specialists (211090)
14	1.0	74	5.4	15	1.1	99	7.3	4	0.3	Religious Workers (212000)
4	0.4	60	5.8	0	0.0	80	7.7	0	0.0	Clergy (212011)
0	0.0	0	0.0	0	0.0	0	0.0	4	3.5	Directors, Religious Activities & Educ. (212021)
10	4.9	14	6.8	15	7.3	19	9.3	0	0.0	Religious Workers, All Other (212099)
245	3.2	19	0.2	130	1.7	144	1.9	68	0.9	Legal Occupations (230001)
100	1.7	15	0.2	55	0.9	129	2.1	20	0.3	Lawyers, Judges, & Related Workers (231000)
60	1.0	15	0.3	45	0.8	119	2.1	20	0.3	Lawyers (231011)
40	13.1	0	0.0	10	3.3	10	3.3	0	0.0	Judges, Magistrates, & Other Jud. Wrks (231020)
145	8.3	4	0.2	75	4.3	15	0.9	48	2.8	Legal Support Workers (232000)
110	8.9	4	0.3	60	4.8	0	0.0	34	2.7	Paralegals & Legal Assistants (232011)
35	7.0	0	0.0	15	3.0	15	3.0	14	2.8	Miscellaneous Legal Support Workers (232090)
1,111	4.3	181	0.7	778	3.0	272	1.0	526	2.0	Education, Training, & Library Occs. (250001)
45	1.8	24	1.0	45	1.8	100	4.1	69	2.8	Postsecondary Teachers (251000)
554	3.3	85	0.5	289	1.7	59	0.4	295	1.8	Primary, Sec. & Special Ed. Teachers (252000)
185	9.1	20	1.0	85	4.2	0	0.0	59	2.9	Preschool & Kindergarten Teachers (252010)
270	2.5	30	0.3	160	1.5	55	0.5	208	1.9	Elementary & Middle School Teachers (252020)
95	3.1	25	0.8	30	1.0	4	0.1	28	0.9	Secondary School Teachers (252030)
4	0.5	10	1.3	14	1.8	0	0.0	0	0.0	Special Education Teachers (252040)
69	3.2	44	2.1	55	2.6	44	2.1	54	2.5	Other Teachers & Instructors (253000)
18	1.5	10	0.9	14	1.2	54	4.6	4	0.3	Librarians, Curators, & Archivists (254000)
10	7.7	0	0.0	0	0.0	19	14.6	0	0.0	Archivists, Curators, & Museum Techs. (254010)
4	0.5	0	0.0	10	1.1	35	4.0	4	0.5	Librarians (254021)
4	2.5	10	6.3	4	2.5	0	0.0	0	0.0	Library Technicians (254031)
425	12.0	18	0.5	375	10.6	15	0.4	104	2.9	Other Educ., Training, & Library Occs. (259000)
405	12.0	14	0.4	375	11.1	15	0.4	104	3.1	Teacher Assistants (259041)
20	12.5	4	2.5	0	0.0	0	0.0	0	0.0	Other Educ., Training, & Library Wrks (2590XX)
127	0.9	270	2.0	264	2.0	154	1.1	194	1.4	Arts, Des., Entert., Sports, & Media Occs. (270001)
55	1.0	110	1.9	90	1.6	61	1.1	113	2.0	Art & Design Workers (271000)
0	0.0	35	2.6	20	1.5	12	0.9	28	2.1	Artists & Related Workers (271010)

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Occupation	Total All Races *	Total Civilian Labor Force				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
SERVICE OCCUPATIONS (310000)	58,190	27,706	47.6	30,380	52.2	15,364	26.4	16,283	28.0	3,328	5.7
<i>Healthcare Support Occupations (310001)</i>	<i>8,175</i>	<i>945</i>	<i>11.6</i>	<i>7,224</i>	<i>88.4</i>	<i>435</i>	<i>5.3</i>	<i>3,040</i>	<i>37.2</i>	<i>250</i>	<i>3.1</i>
Nursing, Psych., & Home Health Aides (311000)	5,755	540	9.4	5,209	90.5	215	3.7	1,575	27.4	155	2.7
Nursing, Psych., & Home Health Aides (311010)	5,755	540	9.4	5,209	90.5	215	3.7	1,575	27.4	155	2.7
Occ. & Phys. Therapist Assists & Aides (312000)	90	20	22.2	70	77.8	10	11.1	55	61.1	10	11.1
Occ. Therapist Assistants & Aides (312010)	10	0	0.0	10	100.0	0	0.0	10	100.0	0	0.0
Physical Therapist Assistants & Aides (312020)	80	20	25.0	60	75.0	10	12.5	45	56.3	10	12.5
Other Healthcare Support Occupations (319000)	2,330	385	16.5	1,945	83.5	210	9.0	1,410	60.5	85	3.6
Massage Therapists (319011)	295	70	23.7	224	75.9	60	20.3	180	61.0	0	0.0
Dental Assistants (319091)	605	10	1.7	593	98.0	0	0.0	395	65.3	0	0.0
Med. Assist. & Other Health Supp. Occs (31909X)	1,430	305	21.3	1,128	78.9	150	10.5	835	58.4	85	5.9
<i>Protective Service Occupations (330001)</i>	<i>6,965</i>	<i>5,962</i>	<i>85.6</i>	<i>974</i>	<i>14.0</i>	<i>4,325</i>	<i>62.1</i>	<i>585</i>	<i>8.4</i>	<i>808</i>	<i>11.6</i>
First-Line Super./Mgr., Protective Serv. Wrkr (331000)	915	885	96.7	24	2.6	700	76.5	0	0.0	80	8.7
First-Line Super./Mgrs. of Correct. Offrs (331011)	55	50	90.9	4	7.3	20	36.4	0	0.0	30	54.5
First-Line Super./Mgrs. of Police & Det. (331012)	310	305	98.4	0	0.0	260	83.9	0	0.0	15	4.8
First-Line Super./Mgrs. of Fire Fighters (331021)	205	205	100.0	0	0.0	190	92.7	0	0.0	15	7.3
Super., Protect. Serv. Wrkrs, All Other (331099)	345	325	94.2	20	5.8	230	66.7	0	0.0	20	5.8
Fire Fighting & Prevention Workers (332000)	1,095	1,069	97.6	20	1.8	860	78.5	20	1.8	79	7.2
Fire Fighters (332011)	1,025	1,010	98.5	10	1.0	805	78.5	10	1.0	75	7.3
Fire Inspectors (332020)	70	59	84.3	10	14.3	55	78.6	10	14.3	4	5.7
Law Enforcement Workers (333000)	2,060	1,770	85.9	293	14.2	1,330	64.6	155	7.5	195	9.5
Bailiffs, Correctional Officers, & Jailers (333010)	280	165	58.9	119	42.5	60	21.4	30	10.7	50	17.9
Detectives & Criminal Investigators (333021)	275	245	89.1	30	10.9	225	81.8	10	3.6	0	0.0
Police Officers (333050)	1,495	1,350	90.3	144	9.6	1,035	69.2	115	7.7	145	9.7
Misc. Law Enforcement Workers (3330XX)	10	10	100.0	0	0.0	10	100.0	0	0.0	0	0.0
Other Protective Service Workers (339000)	2,895	2,238	77.3	637	22.0	1,435	49.6	410	14.2	454	15.7
Animal Control Workers (339011)	60	30	50.0	30	50.0	30	50.0	30	50.0	0	0.0
Private Detectives & Investigators (339021)	90	75	83.3	15	16.7	75	83.3	15	16.7	0	0.0
Sec. Guards & Gaming Surv. Officers (339030)	2,095	1,745	83.3	344	16.4	1,010	48.2	160	7.6	420	20.0
Crossing Guards (339091)	165	98	59.4	59	35.8	90	54.5	35	21.2	4	2.4
Lifeguards & Other Prot. Serv. Wrkrs (33909X)	485	290	59.8	189	39.0	230	47.4	170	35.1	30	6.2
<i>Food Prep. & Serving-Rel. Occupations (350001)</i>	<i>14,870</i>	<i>7,829</i>	<i>52.6</i>	<i>7,005</i>	<i>47.1</i>	<i>3,925</i>	<i>26.4</i>	<i>4,660</i>	<i>31.3</i>	<i>915</i>	<i>6.2</i>
Supervisors, Food Prep. & Serv. Wrkrs (351000)	2,295	1,669	72.7	608	26.5	1,040	45.3	405	17.6	190	8.3
Chefs & Head Cooks (351011)	1,340	1,170	87.3	164	12.2	755	56.3	135	10.1	130	9.7
First-Line Super./Mgrs. of Food Workers (351012)	955	499	52.3	444	46.5	285	29.8	270	28.3	60	6.3
Cooks & Food Preparation Workers (352000)	4,755	2,909	61.2	1,842	38.7	1,045	22.0	880	18.5	460	9.7
Cooks (352010)	3,310	2,189	66.1	1,124	34.0	730	22.1	505	15.3	365	11.0
Food Preparation Workers (352021)	1,445	720	49.8	718	49.7	315	21.8	375	26.0	95	6.6
Food & Beverage Serving Workers (353000)	5,930	2,206	37.2	3,706	62.5	1,480	25.0	2,745	46.3	160	2.7
Bartenders (353011)	655	434	66.3	214	32.7	380	58.0	185	28.2	0	0.0
Comb Food Prep/Serv., Incl. Fast Food (353021)	850	319	37.5	530	62.4	155	18.2	395	46.5	45	5.3
Counter Attend., Caf�, Food Conc., Etc. (353022)	525	199	37.9	324	61.7	145	27.6	235	44.8	10	1.9
Waiters & Waitresses (353031)	3,540	1,160	32.8	2,384	67.3	765	21.6	1,815	51.3	70	2.0
Food Servers, Non-restaurant (353041)	360	94	26.1	254	70.6	35	9.7	115	31.9	35	9.7
Other Food Prep. & Serv. Rel. Workers (359000)	1,890	1,045	55.3	849	44.9	360	19.0	630	33.3	105	5.6
Dishwashers (359021)	555	500	90.1	50	9.0	85	15.3	30	5.4	15	2.7
Hosts/Hostesses, Rest., Lounge, Etc. (359031)	325	40	12.3	284	87.4	30	9.2	225	69.2	10	3.1
Misc. Food Prep & Serving Rel. Workers (3590XX)	1,010	505	50.0	515	51.0	245	24.3	375	37.1	80	7.9
<i>Bldg & Grounds Cleaning & Maint. Occs. (370001)</i>	<i>16,645</i>	<i>10,677</i>	<i>64.1</i>	<i>5,947</i>	<i>35.7</i>	<i>5,115</i>	<i>30.7</i>	<i>1,939</i>	<i>11.6</i>	<i>1,020</i>	<i>6.1</i>
Super., Bldg & Grnds Clean & Maint. Wrkrs (371000)	990	810	81.8	168	17.0	520	52.5	34	3.4	50	5.1
First-Line Supr./Mgrs. of Housekeeping Etc. (371011)	485	315	64.9	164	33.8	155	32.0	30	6.2	30	6.2
First-Line Supr./Mgrs. of Landscaping, Etc. (371012)	505	495	98.0	4	0.8	365	72.3	4	0.8	20	4.0

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Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
5,972	10.3	7,413	12.7	6,287	10.8	1,601	2.8	1,838	3.2	SERVICE OCCUPATIONS (310000)
2,699	33.0	155	1.9	1,000	12.2	105	1.3	485	5.9	<i>Healthcare Support Occupations (310001)</i>
2,470	42.9	95	1.7	720	12.5	75	1.3	444	7.7	Nursing, Psych., & Home Health Aides (311000)
2,470	42.9	95	1.7	720	12.5	75	1.3	444	7.7	Nursing, Psych., & Home Health Aides (311010)
15	16.7	0	0.0	0	0.0	0	0.0	0	0.0	Occ. & Phys. Therapist Assists & Aides (312000)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Occ. Therapist Assistants & Aides (312010)
15	18.8	0	0.0	0	0.0	0	0.0	0	0.0	Physical Therapist Assistants & Aides (312020)
214	9.2	60	2.6	280	12.0	30	1.3	41	1.8	Other Healthcare Support Occupations (319000)
14	4.7	10	3.4	20	6.8	0	0.0	10	3.4	Massage Therapists (319011)
40	6.6	10	1.7	150	24.8	0	0.0	8	1.3	Dental Assistants (319091)
160	11.2	40	2.8	110	7.7	30	2.1	23	1.6	Med. Assist. & Other Health Supp. Occs (31909X)
277	4.0	689	9.9	104	1.5	140	2.0	8	0.1	Protective Service Occupations (330001)
4	0.4	95	10.4	20	2.2	10	1.1	0	0.0	First-Line Super./Mgr., Protective Serv. Wrkr (331000)
4	7.3	0	0.0	0	0.0	0	0.0	0	0.0	First-Line Super./Mgrs. of Correct. Offrs (331011)
0	0.0	30	9.7	0	0.0	0	0.0	0	0.0	First-Line Super./Mgrs. of Police & Det. (331012)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	First-Line Super./Mgrs. of Fire Fighters (331021)
0	0.0	65	18.8	20	5.8	10	2.9	0	0.0	Super., Protect. Serv. Wrkrs, All Other (331099)
0	0.0	110	10.0	0	0.0	20	1.8	0	0.0	Fire Fighting & Prevention Workers (332000)
0	0.0	110	10.7	0	0.0	20	2.0	0	0.0	Fire Fighters (332011)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Fire Inspectors (332020)
115	5.6	225	10.9	19	0.9	20	1.0	4	0.2	Law Enforcement Workers (333000)
70	25.0	55	19.6	19	6.8	0	0.0	0	0.0	Bailiffs, Correctional Officers, & Jailers (333010)
20	7.3	20	7.3	0	0.0	0	0.0	0	0.0	Detectives & Criminal Investigators (333021)
25	1.7	150	10.0	0	0.0	20	1.3	4	0.3	Police Officers (333050)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Misc. Law Enforcement Workers (3330XX)
158	5.5	259	8.9	65	2.2	90	3.1	4	0.1	Other Protective Service Workers (339000)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Animal Control Workers (339011)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Private Detectives & Investigators (339021)
150	7.2	245	11.7	30	1.4	70	3.3	4	0.2	Sec. Guards & Gaming Surv. Officers (339030)
4	2.4	4	2.4	20	12.1	0	0.0	0	0.0	Crossing Guards (339091)
4	0.8	10	2.1	15	3.1	20	4.1	0	0.0	Lifeguards & Other Prot. Serv. Wrkrs (33909X)
824	5.5	2,254	15.2	1,169	7.9	735	4.9	352	2.4	Food Prep. & Serving-Rel. Occupations (350001)
95	4.1	280	12.2	60	2.6	159	6.9	48	2.1	Supervisors, Food Prep. & Serv. Wrkrs (351000)
15	1.1	160	11.9	0	0.0	125	9.3	14	1.0	Chefs & Head Cooks (351011)
80	8.4	120	12.6	60	6.3	34	3.6	34	3.6	First-Line Super./Mgrs. of Food Workers (351012)
329	6.9	1,095	23.0	545	11.5	309	6.5	88	1.9	Cooks & Food Preparation Workers (352000)
204	6.2	825	24.9	365	11.0	269	8.1	50	1.5	Cooks (352010)
125	8.7	270	18.7	180	12.5	40	2.8	38	2.6	Food Preparation Workers (352021)
325	5.5	379	6.4	434	7.3	187	3.2	202	3.4	Food & Beverage Serving Workers (353000)
0	0.0	40	6.1	0	0.0	14	2.1	29	4.4	Bartenders (353011)
65	7.6	85	10.0	50	5.9	34	4.0	20	2.4	Comb Food Prep/Serv., Incl. Fast Food (353021)
10	1.9	29	5.5	55	10.5	15	2.9	24	4.6	Counter Attend., Caf�, Food Conc., Etc. (353022)
160	4.5	205	5.8	300	8.5	120	3.4	109	3.1	Waiters & Waitresses (353031)
90	25.0	20	5.6	29	8.1	4	1.1	20	5.6	Food Servers, Non-restaurant (353041)
75	4.0	500	26.5	130	6.9	80	4.2	14	0.7	Other Food Prep. & Serv. Rel. Workers (359000)
20	3.6	365	65.8	0	0.0	35	6.3	0	0.0	Dishwashers (359021)
0	0.0	0	0.0	45	13.8	0	0.0	14	4.3	Hosts/Hostesses, Rest., Lounge, Etc. (359031)
55	5.4	135	13.4	85	8.4	45	4.5	0	0.0	Misc. Food Prep & Serving Rel. Workers (3590XX)
840	5.0	4,035	24.2	2,610	15.7	507	3.0	558	3.4	Bldng & Grounds Cleaning & Maint. Occs. (370001)
60	6.1	220	22.2	70	7.1	20	2.0	4	0.4	Super., Bldng & Grnds Clean & Maint. Wrkrs (371000)
60	12.4	110	22.7	70	14.4	20	4.1	4	0.8	First-Line Supr./Mgrs. of Housekeeping Etc. (371011)
0	0.0	110	21.8	0	0.0	0	0.0	0	0.0	First-Line Supr./Mgrs. of Landscaping, Etc. (371012)

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Occupation	Total All Races *	Total Civilian Labor Force				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
Building Cleaning & Pest Control Workers (372000)	10,510	4,949	47.1	5,559	52.9	2,240	21.3	1,700	16.2	845	8.0
Maids & Housekeeping Cleaners (372012)	5,040	674	13.4	4,359	86.5	130	2.6	1,330	26.4	145	2.9
Janitors & Building Cleaners (37201X)	5,355	4,160	77.7	1,200	22.4	2,035	38.0	370	6.9	675	12.6
Pest Control Workers (372021)	115	115	100.0	0	0.0	75	65.2	0	0.0	25	21.7
Grounds Maintenance Workers (373000)	5,145	4,918	95.6	220	4.3	2,355	45.8	205	4.0	125	2.4
Grounds Maintenance Workers (373010)	5,145	4,918	95.6	220	4.3	2,355	45.8	205	4.0	125	2.4
Personal Care & Service Occupations (390001)	11,535	2,293	19.9	9,230	80.0	1,564	13.6	6,059	52.5	335	2.9
Super., Personal Care & Service Workers (391000)	665	325	48.9	345	51.9	265	39.8	250	37.6	0	0.0
First-Line Super./Mgrs. of Gaming Workers (391010)	180	150	83.3	35	19.4	140	77.8	35	19.4	0	0.0
First-Line Super./Mgrs. of Pers. Serv. Wrkrs (391021)	485	175	36.1	310	63.9	125	25.8	215	44.3	0	0.0
Animal Care & Service Workers (392000)	480	98	20.4	378	78.8	50	10.4	360	75.0	10	2.1
Animal Trainers (392011)	90	4	4.4	85	94.4	0	0.0	85	94.4	0	0.0
Non-farm Animal Caretakers (392021)	390	94	24.1	293	75.1	50	12.8	275	70.5	10	2.6
Entert. Attendants & Related Workers (393000)	650	400	61.5	248	38.2	295	45.4	144	22.2	40	6.2
Gaming Services Workers (393010)	70	30	42.9	33	47.1	30	42.9	4	5.7	0	0.0
Motion Picture Projectionists (393021)	25	25	100.0	0	0.0	10	40.0	0	0.0	0	0.0
Ushers, Lobby Attend., & Ticket Takers (393031)	150	130	86.7	20	13.3	90	60.0	10	6.7	10	6.7
Misc. Entertainment Attend. & Rel Wrkrs (393090)	405	215	53.1	195	48.1	165	40.7	130	32.1	30	7.4
Funeral Service Workers (394000)	20	20	100.0	0	0.0	20	100.0	0	0.0	0	0.0
Personal Appearance Workers (395000)	2,615	558	21.3	2,053	78.5	405	15.5	1,475	56.4	65	2.5
Barbers (395011)	260	230	88.5	30	11.5	125	48.1	20	7.7	65	25.0
Hairdressers, Stylists, & Cosmetologists (395012)	2,015	324	16.1	1,694	84.1	280	13.9	1,210	60.0	0	0.0
Misc. Personal Appearance Workers (395090)	340	4	1.2	329	96.8	0	0.0	245	72.1	0	0.0
Transp., Tourism, & Lodging Attendants (396000)	535	104	19.4	434	81.1	59	11.0	330	61.7	35	6.5
Baggage Porters, Bellhops, & Concierges (396010)	40	24	60.0	15	37.5	4	10.0	15	37.5	10	25.0
Tour & Travel Guides (396020)	55	20	36.4	34	61.8	20	36.4	30	54.5	0	0.0
Transportation Attendants (396030)	440	60	13.6	385	87.5	35	8.0	285	64.8	25	5.7
Other Personal Care & Service Workers (399000)	6,570	788	12.0	5,772	87.9	470	7.2	3,500	53.3	185	2.8
Child Care Workers (399011)	4,790	215	4.5	4,574	95.5	120	2.5	2,640	55.1	50	1.0
Personal & Home Care Aides (399021)	610	85	13.9	519	85.1	45	7.4	235	38.5	40	6.6
Recreation & Fitness Workers (399030)	950	373	39.3	575	60.5	225	23.7	535	56.3	70	7.4
Residential Advisors (399041)	115	35	30.4	79	68.7	25	21.7	65	56.5	10	8.7
Pers. Care & Serv. Workers, All Other (399099)	105	80	76.2	25	23.8	55	52.4	25	23.8	15	14.3
SALES & RELATED OCCUPATIONS (410000)	56,585	31,340	55.4	25,186	44.5	25,980	45.9	18,535	32.8	1,873	3.3
Supervisors, Sales Workers (411000)	12,255	7,871	64.2	4,379	35.7	6,500	53.0	3,490	28.5	394	3.2
First-Line Super./Mgrs. of Ret. Sales Wrkrs (411011)	8,195	5,152	62.9	3,045	37.2	4,095	50.0	2,325	28.4	274	3.3
First-Line Sup./Mgrs., Non-Ret Sales Wrkrs (411012)	4,060	2,719	67.0	1,334	32.9	2,405	59.2	1,165	28.7	120	3.0
Retail Sales Workers (412000)	20,925	8,710	41.6	12,213	58.4	6,080	29.1	7,485	35.8	1,009	4.8
Cashiers (412010)	8,125	2,489	30.6	5,639	69.4	1,300	16.0	2,670	32.9	445	5.5
Counter & Rental Clerks (412021)	485	215	44.3	274	56.5	135	27.8	175	36.1	50	10.3
Parts Salespersons (412022)	155	153	98.7	0	0.0	130	83.9	0	0.0	15	9.7
Retail Salespersons (412031)	12,160	5,853	48.1	6,300	51.8	4,515	37.1	4,640	38.2	499	4.1
Sales Representatives, Services (413000)	12,310	8,675	70.5	3,623	29.4	7,985	64.9	3,150	25.6	210	1.7
Advertising Sales Agents (413011)	1,550	865	55.8	679	43.8	855	55.2	610	39.4	0	0.0
Insurance Sales Agents (413021)	1,745	1,175	67.3	570	32.7	1,090	62.5	520	29.8	30	1.7
Securities, Comm., & Fin. Serv. Sales Agts (413031)	5,520	4,650	84.2	870	15.8	4,195	76.0	720	13.0	100	1.8
Travel Agents (413041)	660	55	8.3	605	91.7	55	8.3	530	80.3	0	0.0
Sales Reprs, Services, All Other (413099)	2,835	1,930	68.1	899	31.7	1,790	63.1	770	27.2	80	2.8
Sales Reprs, Wholesale & Manufacturing (414000)	5,225	3,593	68.8	1,630	31.2	3,235	61.9	1,400	26.8	120	2.3
Sales Reprs, Wholesale & Manufacturing (414010)	5,225	3,593	68.8	1,630	31.2	3,235	61.9	1,400	26.8	120	2.3
Other Sales & Related Workers (419000)	5,850	2,491	42.6	3,341	57.1	2,180	37.3	3,010	51.5	140	2.4
Models, Demonstrators, & Prod Promoters (419010)	160	70	43.8	95	59.4	55	34.4	70	43.8	0	0.0

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Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
780	7.4	1,555	14.8	2,525	24.0	309	2.9	554	5.3	Building Cleaning & Pest Control Workers (372000)
640	12.7	300	6.0	1,870	37.1	99	2.0	519	10.3	Maids & Housekeeping Cleaners (372012)
140	2.6	1,240	23.2	655	12.2	210	3.9	35	0.7	Janitors & Building Cleaners (37201X)
0	0.0	15	13.0	0	0.0	0	0.0	0	0.0	Pest Control Workers (372021)
0	0.0	2,260	43.9	15	0.3	178	3.5	0	0.0	Grounds Maintenance Workers (373000)
0	0.0	2,260	43.9	15	0.3	178	3.5	0	0.0	Grounds Maintenance Workers (373010)
1,332	11.5	280	2.4	1,404	12.2	114	1.0	435	3.8	Personal Care & Service Occupations (390001)
35	5.3	10	1.5	45	6.8	50	7.5	15	2.3	Super., Personal Care & Service Workers (391000)
0	0.0	0	0.0	0	0.0	10	5.6	0	0.0	First-Line Super./Mgns. of Gaming Workers (391010)
35	7.2	10	2.1	45	9.3	40	8.2	15	3.1	First-Line Super./Mgns. of Pers. Serv. Wrks (391021)
0	0.0	20	4.2	14	2.9	18	3.8	4	0.8	Animal Care & Service Workers (392000)
0	0.0	0	0.0	0	0.0	4	4.4	0	0.0	Animal Trainers (392011)
0	0.0	20	5.1	14	3.6	14	3.6	4	1.0	Non-farm Animal Caretakers (392021)
54	8.3	55	8.5	40	6.2	10	1.5	10	1.5	Entert. Attendants & Related Workers (393000)
4	5.7	0	0.0	25	35.7	0	0.0	0	0.0	Gaming Services Workers (393010)
0	0.0	15	60.0	0	0.0	0	0.0	0	0.0	Motion Picture Projectionists (393021)
10	6.7	30	20.0	0	0.0	0	0.0	0	0.0	Ushers, Lobby Attend., & Ticket Takers (393031)
40	9.9	10	2.5	15	3.7	10	2.5	10	2.5	Misc. Entertainment Attend. & Rel Wrks (393090)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Funeral Service Workers (394000)
240	9.2	80	3.1	230	8.8	8	0.3	108	4.1	Personal Appearance Workers (395000)
0	0.0	40	15.4	10	3.8	0	0.0	0	0.0	Barbers (395011)
240	11.9	40	2.0	170	8.4	4	0.2	74	3.7	Hairdressers, Stylists, & Cosmetologists (395012)
0	0.0	0	0.0	50	14.7	4	1.2	34	10.0	Misc. Personal Appearance Workers (395090)
74	13.8	10	1.9	15	2.8	0	0.0	15	2.8	Transp., Tourism, & Lodging Attendants (396000)
0	0.0	10	25.0	0	0.0	0	0.0	0	0.0	Baggage Porters, Bellhops, & Concierges (396010)
4	7.3	0	0.0	0	0.0	0	0.0	0	0.0	Tour & Travel Guides (396020)
70	15.9	0	0.0	15	3.4	0	0.0	15	3.4	Transportation Attendants (396030)
929	14.1	105	1.6	1,060	16.1	28	0.4	283	4.3	Other Personal Care & Service Workers (399000)
710	14.8	45	0.9	965	20.1	0	0.0	259	5.4	Child Care Workers (399011)
195	32.0	0	0.0	65	10.7	0	0.0	24	3.9	Personal & Home Care Aides (399021)
20	2.1	60	6.3	20	2.1	18	1.9	0	0.0	Recreation & Fitness Workers (399030)
4	3.5	0	0.0	10	8.7	0	0.0	0	0.0	Residential Advisors (399041)
0	0.0	0	0.0	0	0.0	10	9.5	0	0.0	Pers. Care & Serv. Workers, All Other (399099)
2,825	5.0	2,107	3.7	2,718	4.8	1,380	2.4	1,108	2.0	SALES & RELATED OCCUPATIONS (410000)
290	2.4	545	4.4	375	3.1	432	3.5	224	1.8	Supervisors, Sales Workers (411000)
235	2.9	455	5.6	305	3.7	328	4.0	180	2.2	First-Line Super./Mgns. of Ret. Sales Wrks (411011)
55	1.4	90	2.2	70	1.7	104	2.6	44	1.1	First-Line Sup./Mgns., Non-Ret Sales Wrks (411012)
2,090	10.0	1,109	5.3	1,965	9.4	512	2.4	673	3.2	Retail Sales Workers (412000)
1,205	14.8	535	6.6	1,385	17.0	209	2.6	379	4.7	Cashiers (412010)
40	8.2	30	6.2	45	9.3	0	0.0	14	2.9	Counter & Rental Clerks (412021)
0	0.0	4	2.6	0	0.0	4	2.6	0	0.0	Parts Salespersons (412022)
845	6.9	540	4.4	535	4.4	299	2.5	280	2.3	Retail Salespersons (412031)
175	1.4	170	1.4	165	1.3	310	2.5	133	1.1	Sales Representatives, Services (413000)
25	1.6	10	0.6	30	1.9	0	0.0	14	0.9	Advertising Sales Agents (413011)
15	0.9	15	0.9	35	2.0	40	2.3	0	0.0	Insurance Sales Agents (413021)
65	1.2	110	2.0	20	0.4	245	4.4	65	1.2	Securities, Comm., & Fin. Serv. Sales Agts (413031)
10	1.5	0	0.0	40	6.1	0	0.0	25	3.8	Travel Agents (413041)
60	2.1	35	1.2	40	1.4	25	0.9	29	1.0	Sales Reps, Services, All Other (413099)
110	2.1	165	3.2	90	1.7	73	1.4	30	0.6	Sales Reps, Wholesale & Manufacturing (414000)
110	2.1	165	3.2	90	1.7	73	1.4	30	0.6	Sales Reps, Wholesale & Manufacturing (414010)
160	2.7	118	2.0	123	2.1	53	0.9	48	0.8	Other Sales & Related Workers (419000)
15	9.4	15	9.4	10	6.3	0	0.0	0	0.0	Models, Demonstrators, & Prod Promoters (419010)

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		Male	%	Female	%	Male	%	Female	%	Male	%
Real Estate Brokers & Sales Agents (419020)	3,510	1,390	39.6	2,119	60.4	1,305	37.2	2,040	58.1	35	1.0
Sales Engineers (419031)	95	95	100.0	0	0.0	85	89.5	0	0.0	0	0.0
Telemarketers (419041)	635	233	36.7	388	61.1	135	21.3	265	41.7	40	6.3
Door-To-Door Sales Workers & Rel Wrks (419091)	465	175	37.6	284	61.1	145	31.2	210	45.2	10	2.2
Sales & Related Workers, All Other (419099)	985	528	53.6	455	46.2	455	46.2	425	43.1	55	5.6
OFFICE & ADMIN. SUPPORT OCCUPATIONS (430000)	62,990	15,664	24.9	47,287	75.1	10,835	17.2	35,995	57.1	2,290	3.6
Super., Office & Admin. Support Workers (431000)	5,860	1,949	33.3	3,919	66.9	1,495	25.5	3,105	53.0	190	3.2
First-Line Sup./Mgrs., Admin. Support Wrks (431011)	5,860	1,949	33.3	3,919	66.9	1,495	25.5	3,105	53.0	190	3.2
Communications Equipment Operators (432000)	380	114	30.0	264	69.5	70	18.4	190	50.0	15	3.9
Switchboard Operators, Incl. Ans. Service (432011)	215	40	18.6	174	80.9	40	18.6	145	67.4	0	0.0
Telephone Operators (432021)	110	55	50.0	55	50.0	30	27.3	25	22.7	0	0.0
Comm. Equipment Operators, All Other (432099)	55	19	34.5	35	63.6	0	0.0	20	36.4	15	27.3
Financial Clerks (433000)	9,005	1,201	13.3	7,783	86.4	905	10.0	6,080	67.5	125	1.4
Bill & Account Collectors (433011)	595	200	33.6	385	64.7	145	24.4	250	42.0	20	3.4
Billing & Posting Clerks & Machine Oper. (433021)	965	98	10.2	859	89.0	80	8.3	695	72.0	0	0.0
Bookkeeping, Accting, & Auditing Clerks (433031)	5,475	620	11.3	4,865	88.9	465	8.5	4,000	73.1	60	1.1
Gaming Cage Workers (433041)	35	0	0.0	35	100.0	0	0.0	25	71.4	0	0.0
Payroll & Timekeeping Clerks (433051)	745	63	8.5	680	91.3	45	6.0	510	68.5	10	1.3
Procurement Clerks (433061)	95	50	52.6	39	41.1	50	52.6	35	36.8	0	0.0
Tellers (433071)	1,095	170	15.5	920	84.0	120	11.0	565	51.6	35	3.2
Information & Record Clerks (434000)	14,460	3,131	21.7	11,331	78.4	2,235	15.5	8,130	56.2	475	3.3
Brokerage Clerks (434011)	100	30	30.0	68	68.0	20	20.0	50	50.0	0	0.0
Court, Municipal, & License Clerks (434031)	95	60	63.2	40	42.1	50	52.6	30	31.6	10	10.5
Credit Authorizers, Checkers, & Clerks (434041)	180	60	33.3	119	66.1	60	33.3	95	52.8	0	0.0
Customer Service Representatives (434051)	6,585	1,820	27.6	4,758	72.3	1,295	19.7	3,310	50.3	310	4.7
Eligibility Interviewers, Govt. Programs (434061)	95	34	35.8	60	63.2	20	21.1	30	31.6	0	0.0
File Clerks (434071)	965	215	22.3	755	78.2	135	14.0	565	58.5	50	5.2
Hotel, Motel, & Resort Desk Clerks (434081)	95	35	36.8	64	67.4	35	36.8	25	26.3	0	0.0
Interviewers, Except Eligibility & Loan (434111)	355	169	47.6	190	53.5	105	29.6	155	43.7	30	8.5
Library Assistants, Clerical (434121)	455	55	12.1	395	86.8	35	7.7	310	68.1	10	2.2
Loan Interviewers & Clerks (434131)	180	54	30.0	125	69.4	50	27.8	95	52.8	0	0.0
New Accounts Clerks (434141)	35	15	42.9	19	54.3	15	42.9	15	42.9	0	0.0
Human Res. Assists, Exc. Payroll Etc. (434161)	130	30	23.1	105	80.8	15	11.5	40	30.8	15	11.5
Receptionists & Information Clerks (434171)	4,075	285	7.0	3,789	93.0	235	5.8	2,905	71.3	10	0.2
Reserv. & Transp. Ticket Agts & Trav Clerks (434181)	470	85	18.1	389	82.8	55	11.7	215	45.7	20	4.3
Information & Record Clerks, All Other (434199)	160	20	12.5	140	87.5	10	6.3	125	78.1	0	0.0
Correspondence Clerks & Order Clerks (434XXX)	485	164	33.8	315	64.9	100	20.6	165	34.0	20	4.1
Material Recording, Scheduling, Etc. (435000)	8,960	6,122	68.3	2,828	31.6	3,855	43.0	1,700	19.0	1,095	12.2
Cargo & Freight Agents (435011)	85	85	100.0	0	0.0	75	88.2	0	0.0	0	0.0
Couriers & Messengers (435021)	590	489	82.9	95	16.1	280	47.5	45	7.6	120	20.3
Dispatchers (435030)	550	298	54.2	243	44.2	200	36.4	145	26.4	75	13.6
Meter Readers, Utilities (435041)	70	70	100.0	0	0.0	45	64.3	0	0.0	0	0.0
Postal Service Clerks (435051)	415	188	45.3	235	56.6	110	26.5	145	34.9	60	14.5
Postal Service Mail Carriers (435052)	1,095	860	78.5	235	21.5	615	56.2	185	16.9	120	11.0
Postal Service Mail Sorters, Processors, Etc. (435053)	375	225	60.0	150	40.0	110	29.3	30	8.0	65	17.3
Production, Planning, & Expediting Clerks (435061)	995	423	42.5	570	57.3	355	35.7	425	42.7	35	3.5
Shipping, Receiving, & Traffic Clerks (435071)	1,590	1,190	74.8	400	25.2	620	39.0	185	11.6	260	16.4
Stock Clerks & Order Fillers (435081)	3,100	2,230	71.9	870	28.1	1,385	44.7	520	16.8	360	11.6
Weighers, Measurers, Checkers, Etc. (435111)	95	64	67.4	30	31.6	60	63.2	20	21.1	0	0.0
Secretaries & Administrative Assistants (436000)	13,885	309	2.2	13,570	97.7	230	1.7	11,315	81.5	35	0.3
Secretaries & Administrative Assistants (436010)	13,885	309	2.2	13,570	97.7	230	1.7	11,315	81.5	35	0.3
Other Office & Admin. Support Workers (439000)	10,440	2,838	27.2	7,592	72.7	2,045	19.6	5,475	52.4	355	3.4

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Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
30	0.9	35	1.0	49	1.4	15	0.4	0	0.0	Real Estate Brokers & Sales Agents (419020)
0	0.0	0	0.0	0	0.0	10	10.5	0	0.0	Sales Engineers (419031)
80	12.6	34	5.4	19	3.0	24	3.8	24	3.8	Telemarketers (419041)
15	3.2	20	4.3	35	7.5	0	0.0	24	5.2	Door-To-Door Sales Workers & Rel Wrkrs (419091)
20	2.0	14	1.4	10	1.0	4	0.4	0	0.0	Sales & Related Workers, All Other (419099)
5,666	9.0	1,705	2.7	4,096	6.5	834	1.3	1,530	2.4	OFFICE & ADMIN. SUPPORT OCCUPATIONS (430000)
390	6.7	210	3.6	295	5.0	54	0.9	129	2.2	Super., Office & Admin. Support Workers (431000)
390	6.7	210	3.6	295	5.0	54	0.9	129	2.2	First-Line Sup./Mgrs., Admin. Support Wrkrs (431011)
45	11.8	0	0.0	29	7.6	29	7.6	0	0.0	Communications Equipment Operators (432000)
15	7.0	0	0.0	14	6.5	0	0.0	0	0.0	Switchboard Operators, Incl. Ans. Service (432011)
15	13.6	0	0.0	15	13.6	25	22.7	0	0.0	Telephone Operators (432021)
15	27.3	0	0.0	0	0.0	4	7.3	0	0.0	Comm. Equipment Operators, All Other (432099)
839	9.3	83	0.9	600	6.7	88	1.0	264	2.9	Financial Clerks (433000)
55	9.2	35	5.9	80	13.4	0	0.0	0	0.0	Bill & Account Collectors (433011)
49	5.1	4	0.4	90	9.3	14	1.5	25	2.6	Billing & Posting Clerks & Machine Oper. (433021)
470	8.6	40	0.7	265	4.8	55	1.0	130	2.4	Bookkeeping, Accting, & Auditing Clerks (433031)
10	28.6	0	0.0	0	0.0	0	0.0	0	0.0	Gaming Cage Workers (433041)
145	19.5	4	0.5	25	3.4	4	0.5	0	0.0	Payroll & Timekeeping Clerks (433051)
0	0.0	0	0.0	0	0.0	0	0.0	4	4.2	Procurement Clerks (433061)
110	10.0	0	0.0	140	12.8	15	1.4	105	9.6	Tellers (433071)
1,662	11.5	297	2.1	1,117	7.7	124	0.9	422	2.9	Information & Record Clerks (434000)
4	4.0	10	10.0	10	10.0	0	0.0	4	4.0	Brokerage Clerks (434011)
10	10.5	0	0.0	0	0.0	0	0.0	0	0.0	Court, Municipal, & License Clerks (434031)
20	11.1	0	0.0	4	2.2	0	0.0	0	0.0	Credit Authorizers, Checkers, & Clerks (434041)
750	11.4	170	2.6	455	6.9	45	0.7	243	3.7	Customer Service Representatives (434051)
30	31.6	14	14.7	0	0.0	0	0.0	0	0.0	Eligibility Interviewers, Govt. Programs (434061)
100	10.4	30	3.1	55	5.7	0	0.0	35	3.6	File Clerks (434071)
15	15.8	0	0.0	14	14.7	0	0.0	10	10.5	Hotel, Motel, & Resort Desk Clerks (434081)
20	5.6	4	1.1	15	4.2	30	8.5	0	0.0	Interviewers, Except Eligibility & Loan (434111)
45	9.9	10	2.2	10	2.2	0	0.0	30	6.6	Library Assistants, Clerical (434121)
0	0.0	4	2.2	15	8.3	0	0.0	15	8.3	Loan Interviewers & Clerks (434131)
4	11.4	0	0.0	0	0.0	0	0.0	0	0.0	New Accounts Clerks (434141)
45	34.6	0	0.0	20	15.4	0	0.0	0	0.0	Human Res. Assists, Exc. Payroll Etc. (434161)
409	10.0	15	0.4	410	10.1	25	0.6	65	1.6	Receptionists & Information Clerks (434171)
100	21.3	0	0.0	54	11.5	10	2.1	20	4.3	Reserv. & Transp. Ticket Agts & Trav Clerks (434181)
15	9.4	0	0.0	0	0.0	10	6.3	0	0.0	Information & Record Clerks, All Other (434199)
95	19.6	40	8.2	55	11.3	4	0.8	0	0.0	Correspondence Clerks & Order Clerks (434XXX)
525	5.9	907	10.1	459	5.1	265	3.0	144	1.6	Material Recording, Scheduling, Etc. (435000)
0	0.0	10	11.8	0	0.0	0	0.0	0	0.0	Cargo & Freight Agents (435011)
30	5.1	75	12.7	20	3.4	14	2.4	0	0.0	Couriers & Messengers (435021)
75	13.6	19	3.5	19	3.5	4	0.7	4	0.7	Dispatchers (435030)
0	0.0	25	35.7	0	0.0	0	0.0	0	0.0	Meter Readers, Utilities (435041)
65	15.7	4	1.0	10	2.4	14	3.4	15	3.6	Postal Service Clerks (435051)
20	1.8	75	6.8	30	2.7	50	4.6	0	0.0	Postal Service Mail Carriers (435052)
70	18.7	50	13.3	40	10.7	0	0.0	10	2.7	Postal Service Mail Sorters, Processors, Etc. (435053)
75	7.5	25	2.5	40	4.0	8	0.8	30	3.0	Production, Planning, & Expediting Clerks (435061)
65	4.1	265	16.7	110	6.9	45	2.8	40	2.5	Shipping, Receiving, & Traffic Clerks (435071)
115	3.7	355	11.5	190	6.1	130	4.2	45	1.5	Stock Clerks & Order Fillers (435081)
10	10.5	4	4.2	0	0.0	0	0.0	0	0.0	Weighers, Measurers, Checkers, Etc. (435111)
1,175	8.5	15	0.1	820	5.9	29	0.2	260	1.9	Secretaries & Administrative Assistants (436000)
1,175	8.5	15	0.1	820	5.9	29	0.2	260	1.9	Secretaries & Administrative Assistants (436010)
1,030	9.9	193	1.8	776	7.4	245	2.3	311	3.0	Other Office & Admin. Support Workers (439000)

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Occupation	Total All Races *	Total Civilian Labor Force †				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
Computer Operators (439011)	855	395	46.2	460	53.8	255	29.8	335	39.2	55	6.4
Data Entry Keyers (439021)	1,790	458	25.6	1,335	74.6	240	13.4	850	47.5	75	4.2
Word Processors & Typists (439022)	510	69	13.5	435	85.3	50	9.8	255	50.0	15	2.9
Desktop Publishers (439031)	95	45	47.4	50	52.6	45	47.4	35	36.8	0	0.0
Insurance Claims & Policy Proc. Clerks (439041)	580	120	20.7	454	78.3	95	16.4	360	62.1	15	2.6
Mail Clerks & Mail Mach Oper., Exc. USPS (439051)	600	358	59.7	248	41.3	265	44.2	140	23.3	50	8.3
Office Clerks, General (439061)	4,130	754	18.3	3,380	81.8	560	13.6	2,585	62.6	90	2.2
Office Machine Operators, Exc. Computer (439071)	125	55	44.0	73	58.4	40	32.0	30	24.0	15	12.0
Proofreaders & Copy Markers (439081)	60	35	58.3	20	33.3	35	58.3	20	33.3	0	0.0
Statistical Assistants (439111)	105	19	18.1	73	69.5	15	14.3	55	52.4	0	0.0
Office & Admin. Support Workers, All Other (439199)	1,590	530	33.3	1,064	66.9	445	28.0	810	50.9	40	2.5
FARMING, FISHING, & FORESTRY OCCUPATIONS (450000)	485	366	75.5	130	26.8	188	38.8	100	20.6	25	5.2
Super., Farming, Fishing, & Forestry Wrks (451000)	55	34	61.8	25	45.5	30	54.5	25	45.5	0	0.0
First-Line Sup./Mgrs. of Farming, Etc. (451010)	55	34	61.8	25	45.5	30	54.5	25	45.5	0	0.0
Agricultural Workers (452000)	320	220	68.8	105	32.8	80	25.0	75	23.4	25	7.8
Agricultural Inspectors (452011)	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Graders & Sorters, Agricultural Products (452041)	20	20	100.0	0	0.0	0	0.0	0	0.0	10	50.0
Misc. Agric. Wrks, Incl. Animal Breeders (4520XX)	300	200	66.7	105	35.0	80	26.7	75	25.0	15	5.0
Fishing & Hunting Workers (453000)	85	90	105.9	0	0.0	70	82.4	0	0.0	0	0.0
Forest, Conservation, & Logging Workers (454000)	25	22	88.0	0	0.0	8	32.0	0	0.0	0	0.0
Forest & Conservation Workers (454011)	10	8	80.0	0	0.0	4	40.0	0	0.0	0	0.0
Logging Workers (454020)	15	14	93.3	0	0.0	4	26.7	0	0.0	0	0.0
CONSTRUCTION & EXTRACTION OCCUPATIONS (470000)	22,849	22,418	98.1	435	1.9	15,830	69.3	260	1.1	1,173	5.1
Super., Construction & Extraction Workers (471000)	2,420	2,365	97.7	55	2.3	1,955	80.8	30	1.2	105	4.3
First-Line Sup./Mgrs. of Constr & Extr. Wrks (471011)	2,420	2,365	97.7	55	2.3	1,955	80.8	30	1.2	105	4.3
Construction Trades Workers (472000)	19,545	19,168	98.1	380	1.9	13,190	67.5	230	1.2	1,014	5.2
Boilermakers (472011)	60	59	98.3	0	0.0	30	50.0	0	0.0	25	41.7
Brickmasons, Blockmasons, & Stonemasons (472020)	1,040	1,030	99.0	15	1.4	525	50.5	15	1.4	10	1.0
Carpenters (472031)	5,800	5,735	98.9	69	1.2	4,455	76.8	45	0.8	245	4.2
Carpet, Floor, & Tile Installers & Finishers (472040)	710	715	100.7	0	0.0	620	87.3	0	0.0	25	3.5
Cement Masons, Concrete Finishers, Etc. (472050)	45	44	97.8	0	0.0	25	55.6	0	0.0	15	33.3
Construction Laborers (472061)	3,240	3,154	97.3	94	2.9	1,570	48.5	55	1.7	265	8.2
Paving, Surfacing, & Tamping Equip. Oper. (472071)	30	30	100.0	0	0.0	20	66.7	0	0.0	10	33.3
Miscellaneous Construction Equip. Oper. (47207X)	550	544	98.9	8	1.5	480	87.3	0	0.0	25	4.5
Drywall Install., Ceil. Tile Install., & Tapers (472080)	275	264	96.0	10	3.6	200	72.7	10	3.6	20	7.3
Electricians (472111)	1,855	1,835	98.9	20	1.1	1,590	85.7	20	1.1	75	4.0
Glaziers (472121)	100	98	98.0	0	0.0	50	50.0	0	0.0	0	0.0
Insulation Workers (472130)	70	65	92.9	0	0.0	30	42.9	0	0.0	20	28.6
Painters, Construction & Maintenance (472141)	3,480	3,360	96.6	125	3.6	1,805	51.9	50	1.4	110	3.2
Paperhangers (472142)	65	39	60.0	25	38.5	35	53.8	25	38.5	0	0.0
Pipelayers, Plumbers, Pipefitters, Etc. (472150)	1,085	1,065	98.2	14	1.3	945	87.1	10	0.9	50	4.6
Plasterers & Stucco Masons (472161)	20	20	100.0	0	0.0	20	100.0	0	0.0	0	0.0
Roofers (472181)	595	589	99.0	0	0.0	375	63.0	0	0.0	85	14.3
Sheet Metal Workers (472211)	435	434	99.8	0	0.0	355	81.6	0	0.0	30	6.9
Iron & Steel Workers (472XXX)	90	88	97.8	0	0.0	60	66.7	0	0.0	4	4.4
Helpers, Construction Trades (473000)	220	219	99.5	0	0.0	115	52.3	0	0.0	20	9.1
Helpers, Construction Trades (473010)	220	219	99.5	0	0.0	115	52.3	0	0.0	20	9.1
Other Construction & Related Workers (474000)	619	621	100.3	0	0.0	525	84.8	0	0.0	34	5.5
Construction & Building Inspectors (474011)	195	200	102.6	0	0.0	175	89.7	0	0.0	0	0.0
Elevator Installers & Repairers (474021)	25	25	100.0	0	0.0	25	100.0	0	0.0	0	0.0
Fence Erectors (474031)	35	35	100.0	0	0.0	20	57.1	0	0.0	0	0.0
Hazardous Materials Removal Workers (474041)	25	24	96.0	0	0.0	10	40.0	0	0.0	10	40.0

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Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
60	7.0	45	5.3	45	5.3	40	4.7	20	2.3	Computer Operators (439011)
225	12.6	60	3.4	190	10.6	83	4.6	70	3.9	Data Entry Keyers (439021)
75	14.7	4	0.8	80	15.7	0	0.0	25	4.9	Word Processors & Typists (439022)
0	0.0	0	0.0	15	15.8	0	0.0	0	0.0	Desktop Publishers (439031)
50	8.6	0	0.0	44	7.6	10	1.7	0	0.0	Insurance Claims & Policy Proc. Clerks (439041)
40	6.7	19	3.2	4	0.7	24	4.0	64	10.7	Mail Clerks & Mail Mach Oper., Exc. USPS (439051)
425	10.3	55	1.3	280	6.8	49	1.2	90	2.2	Office Clerks, General (439061)
20	16.0	0	0.0	19	15.2	0	0.0	4	3.2	Office Machine Operators, Exc. Computer (439071)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Proofreaders & Copy Markers (439081)
10	9.5	0	0.0	4	3.8	4	3.8	4	3.8	Statistical Assistants (439111)
125	7.9	10	0.6	95	6.0	35	2.2	34	2.1	Office & Admin. Support Workers, All Other (439199)
0	0.0	133	27.4	30	6.2	20	4.1	0	0.0	FARMING, FISHING, & FORESTRY OCCUPATIONS (450000)
0	0.0	4	7.3	0	0.0	0	0.0	0	0.0	Super., Farming, Fishing, & Forestry Wrkrs (451000)
0	0.0	4	7.3	0	0.0	0	0.0	0	0.0	First-Line Sup./Mgrs. of Farming, Etc. (451010)
0	0.0	115	35.9	30	9.4	0	0.0	0	0.0	Agricultural Workers (452000)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Agricultural Inspectors (452011)
0	0.0	10	50.0	0	0.0	0	0.0	0	0.0	Graders & Sorters, Agricultural Products (452041)
0	0.0	105	35.0	30	10.0	0	0.0	0	0.0	Misc. Agric. Wrkrs, Incl. Animal Breeders (4520XX)
0	0.0	10	11.8	0	0.0	10	11.8	0	0.0	Fishing & Hunting Workers (453000)
0	0.0	4	16.0	0	0.0	10	40.0	0	0.0	Forest, Conservation, & Logging Workers (454000)
0	0.0	4	40.0	0	0.0	0	0.0	0	0.0	Forest & Conservation Workers (454011)
0	0.0	0	0.0	0	0.0	10	66.7	0	0.0	Logging Workers (454020)
14	0.1	4,302	18.8	127	0.6	1,113	4.9	34	0.1	CONSTRUCTION & EXTRACTION OCCUPATIONS (470000)
0	0.0	225	9.3	25	1.0	80	3.3	0	0.0	Super., Construction & Extraction Workers (471000)
0	0.0	225	9.3	25	1.0	80	3.3	0	0.0	First-Line Sup./Mgrs. of Constr & Extr. Wrkrs (471011)
14	0.1	3,939	20.2	102	0.5	1,025	5.2	34	0.2	Construction Trades Workers (472000)
0	0.0	4	6.7	0	0.0	0	0.0	0	0.0	Boilermakers (472011)
0	0.0	410	39.4	0	0.0	85	8.2	0	0.0	Brickmasons, Blockmasons, & Stonemasons (472020)
10	0.2	700	12.1	4	0.1	335	5.8	10	0.2	Carpenters (472031)
0	0.0	70	9.9	0	0.0	0	0.0	0	0.0	Carpet, Floor, & Tile Installers & Finishers (472040)
0	0.0	4	8.9	0	0.0	0	0.0	0	0.0	Cement Masons, Concrete Finishers, Etc. (472050)
0	0.0	1,170	36.1	39	1.2	149	4.6	0	0.0	Construction Laborers (472061)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Paving, Surfacing, & Tamping Equip. Oper. (472071)
0	0.0	14	2.5	4	0.7	25	4.5	4	0.7	Miscellaneous Construction Equip. Oper. (47207X)
0	0.0	19	6.9	0	0.0	25	9.1	0	0.0	Drywall Install., Ceil. Tile Install., & Tapers (472080)
0	0.0	115	6.2	0	0.0	55	3.0	0	0.0	Electricians (472111)
0	0.0	40	40.0	0	0.0	8	8.0	0	0.0	Glaziers (472121)
0	0.0	15	21.4	0	0.0	0	0.0	0	0.0	Insulation Workers (472130)
0	0.0	1,170	33.6	55	1.6	275	7.9	20	0.6	Painters, Construction & Maintenance (472141)
0	0.0	4	6.2	0	0.0	0	0.0	0	0.0	Paperhangers (472142)
4	0.4	50	4.6	0	0.0	20	1.8	0	0.0	Pipelayers, Plumbers, Pipefitters, Etc. (472150)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Plasterers & Stucco Masons (472161)
0	0.0	100	16.8	0	0.0	29	4.9	0	0.0	Roofers (472181)
0	0.0	30	6.9	0	0.0	19	4.4	0	0.0	Sheet Metal Workers (472211)
0	0.0	24	26.7	0	0.0	0	0.0	0	0.0	Iron & Steel Workers (472XXX)
0	0.0	80	36.4	0	0.0	4	1.8	0	0.0	Helpers, Construction Trades (473000)
0	0.0	80	36.4	0	0.0	4	1.8	0	0.0	Helpers, Construction Trades (473010)
0	0.0	58	9.4	0	0.0	4	0.6	0	0.0	Other Construction & Related Workers (474000)
0	0.0	25	12.8	0	0.0	0	0.0	0	0.0	Construction & Building Inspectors (474011)
0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	Elevator Installers & Repairers (474021)
0	0.0	15	42.9	0	0.0	0	0.0	0	0.0	Fence Erectors (474031)
0	0.0	4	16.0	0	0.0	0	0.0	0	0.0	Hazardous Materials Removal Workers (474041)



Connecticut Labor Force Data for Affirmative Action Plans

4th Quarter - 2018

"All of us do not have equal talent, but all of us should have an equal opportunity to develop our talents."
John F. Kennedy



Connecticut Data for Affirmative Action Plan 4th Quarter 2018

Connecticut Data for Affirmative Action Plans provides labor force information for Connecticut and its eight counties. The data presented are designed to meet the requirements of the Office of Federal Contract Compliance Programs (OFCCP) and/or the Connecticut Commission on Human Rights and Opportunities (CHRO) for companies, State agencies, and municipalities that submit an Affirmative Action Plan.

The job seekers listed in the "Characteristics of Job Seekers" tables are Unemployment Insurance claimants plus CTHires registrants in the quarter. The demographics of these job seekers are the basis for the percentages used to estimate the Minority and Women Unemployed shown in "Estimated Minority and Women Unemployed" table.

If you are completing an Affirmative Action Plan for a private company and you require regulations/guidelines to assist you in setting up your plan, please contact the OFCCP at (860) 240-4277.

If you are completing an Affirmative Action Plan for a State agency, municipality, or any political subdivision, and you require regulation guidelines for setting up your plan, please contact the CHRO, Office of Diversity Programs at (860) 541-3400 or visit their contract compliance website at: https://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45583&chroNav=|45583|

To order Equal Employment Opportunity posters at no charge, please contact either the OFCCP or the CHRO at the numbers listed above.

If you need a listing of minority/female owned businesses, visit the Department of Administrative Services, Supplier Diversity Program's website at: <https://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

Acknowledgement: Dana W. Placzek and Todd Bentsen prepared this report for publication.

This publication is available online at:

www.ct.gov/dol

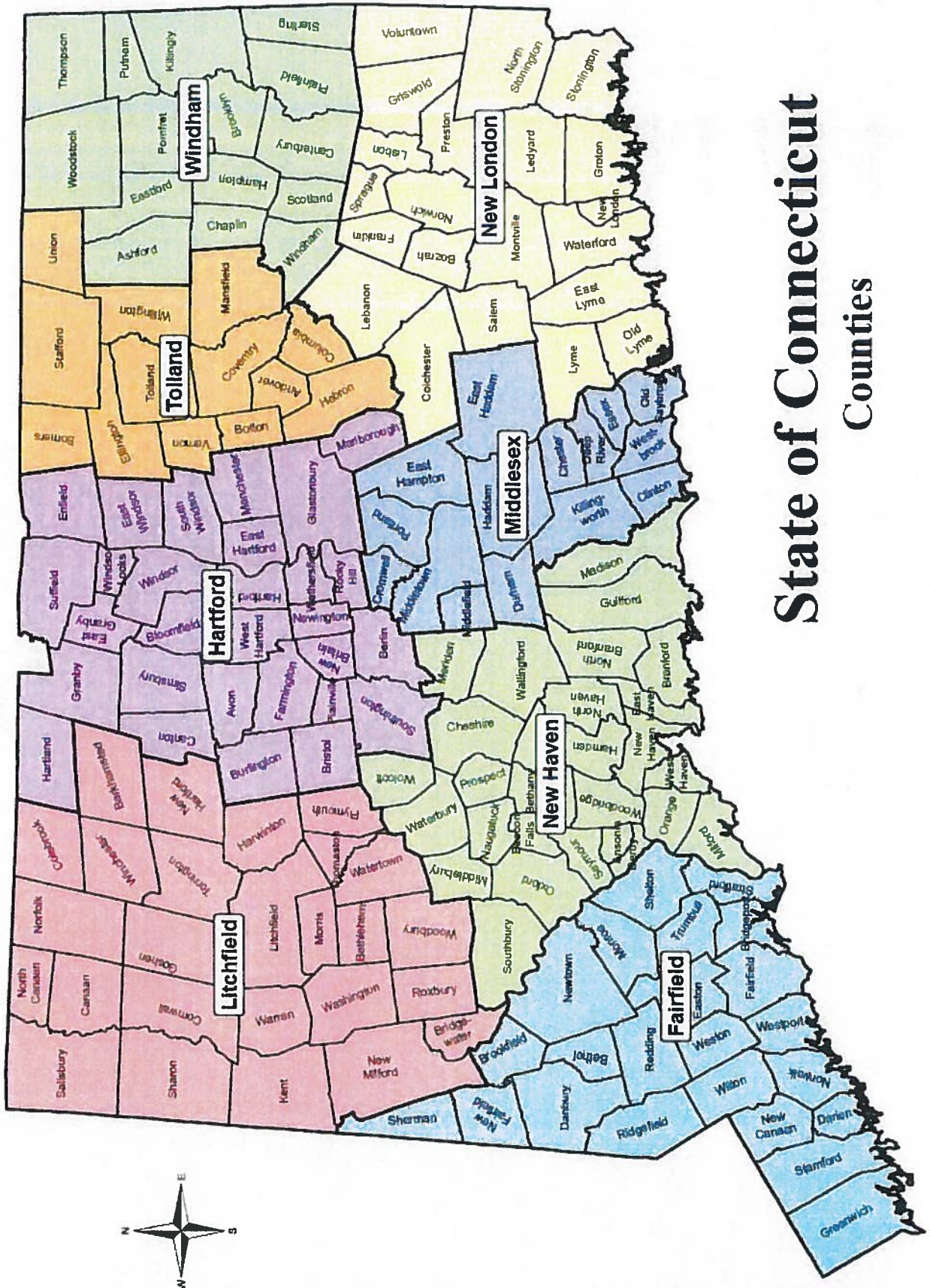
'[Labor Market Information](#)'



Connecticut Data for Affirmative Action Plan 4th Quarter 2018

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State of Connecticut Counties

Estimated Minority and Women Unemployed

December 2018

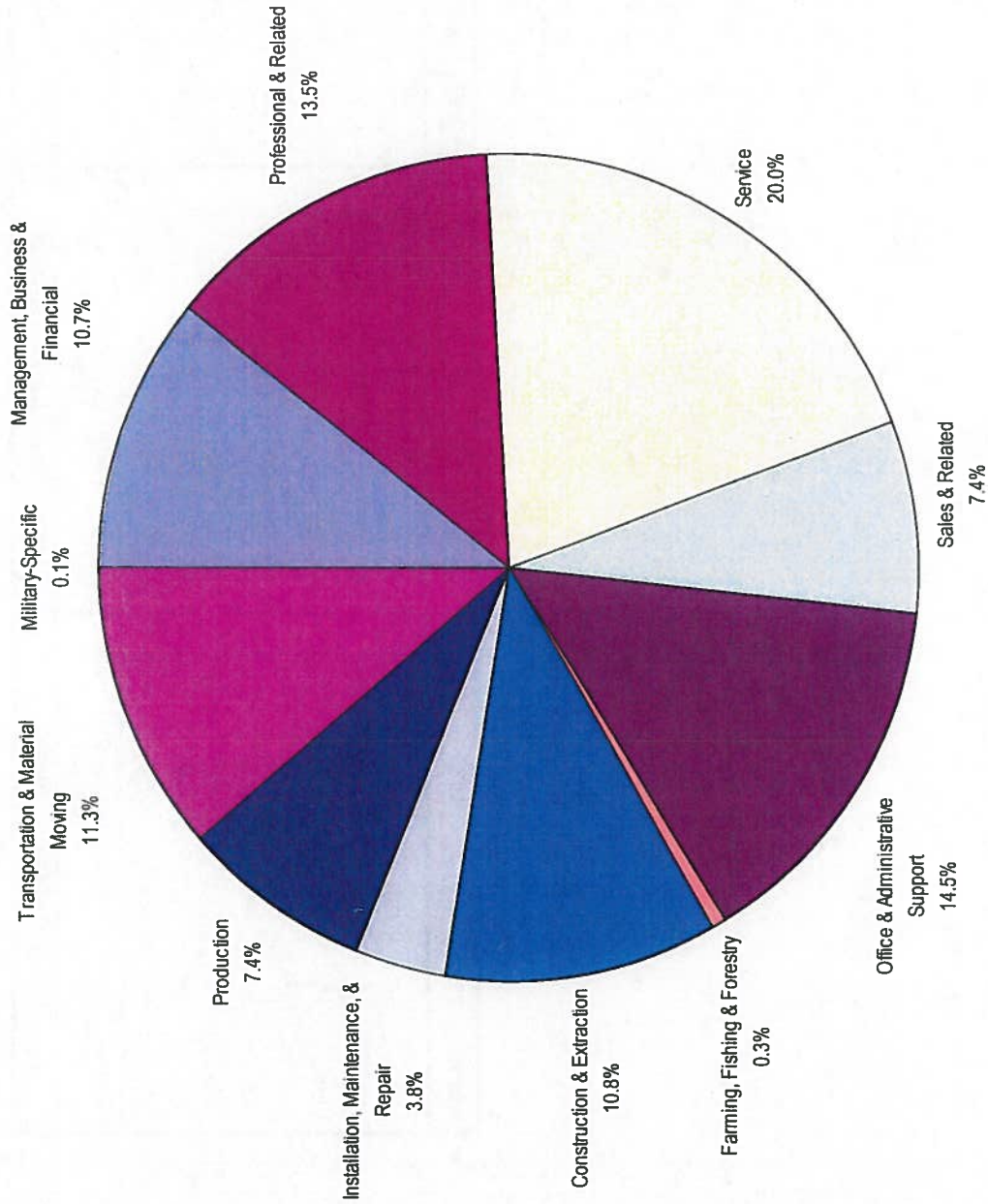
LABOR MARKET	TOTAL		MINORITY UNEMPLOYED				WOMEN UNEMPLOYED					
	Labor Force	Unemployed	Unemp Rate	Total	% of Total Unemployed	Black	Hispanic	Total	% of Total Unemployed	Minority	Black	Hispanic
Fairfield County	486,400	15,100	3.1%	9,113	60.3%	4,743	3,955	6,736	44.6%	4,294	2,396	1,708
Hartford County	484,300	16,400	3.4%	9,179	56.0%	4,455	4,245	7,310	44.6%	4,383	2,255	1,931
Litchfield County	106,100	3,200	3.1%	474	14.6%	127	299	1,275	39.3%	211	53	135
Middlesex County	94,200	2,600	2.8%	549	21.0%	275	212	1,004	38.4%	231	118	81
New Haven County	460,800	15,900	3.5%	9,414	59.1%	5,006	4,082	7,430	46.7%	4,759	2,606	2,015
New London County	139,200	4,400	3.1%	1,489	34.1%	638	715	2,014	46.2%	734	291	384
Tolland County	87,300	2,400	2.7%	345	14.7%	139	155	982	41.7%	151	63	66
Windham County	64,900	2,300	3.5%	733	32.1%	106	593	1,070	46.9%	363	45	304
STATE TOTAL	1,923,200	62,300	3.2%	30,890	49.6%	15,056	14,325	28,062	45.0%	15,051	7,612	6,785

NOTE: State totals may not agree with the sum of the counties because they are estimated independently.
 NOTE: Total Minority is defined as Black + Hispanic + Other races (Asian/Pacific Islander and Native American/Alaskan Native).

SOURCE: Connecticut Department of Labor, Office of Research

Connecticut Job Seekers by Major Occupational Category 4th Quarter 2018

- Professional & Related Occupational Category**
 - Computer & Mathematical
 - Architecture & Engineering
 - Life, Physical, & Social Science
 - Community & Social Services
 - Legal
 - Education, Training, & Library
 - Arts, Design, Entertainment, Sports, & Media
 - Healthcare Practitioners & Technical
- Service Occupational Category**
 - Healthcare Support
 - Protective Service
 - Food Preparation & Serving Related
 - Building & Grounds Cleaning & Maintenance
 - Personal Care & Service
- Production Occupational Category**
 - Assembling & Fabricating
 - Food Processing
 - Metal & Plastic
 - Printing
 - Textile, Apparel, & Furnishings
 - Woodworking
 - Plant & System Operation



Characteristics of Job Seekers

State of Connecticut

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total - All Occupations	00	71,596	39,309	32,252	21,105	14,954	8,555	8,749	8,666	7,798	983	751
Management Occupations	11	4,718	2,436	2,281	1,801	1,478	298	404	262	346	75	53
Top Executives	11.10	328	231	97	165	63	35	19	26	10	5	5
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	836	471	365	392	286	34	38	32	34	13	7
Operations Specialties Managers	11.30	1,189	478	710	335	438	64	139	55	116	24	17
Other Management Occupations	11.90	2,364	1,255	1,109	909	691	164	208	149	186	33	24
Business & Financial Operations Occupations	13	2,005	978	1,027	641	669	158	195	117	118	62	45
Business Operations Specialists	13.10	909	471	438	288	289	89	85	78	52	16	12
Financial Specialists	13.20	1,094	507	587	353	378	69	110	39	66	46	33
Computer & Mathematical Occupations	15	1,437	1,059	377	708	233	143	73	135	39	73	32
Computer Specialists	15.10	1,396	1,036	359	690	224	140	69	134	37	72	29
Mathematical Scientists	15.20	39	21	18	17	9	3	4	1	2	0	3
Other Computer & Mathematical Occupations	15.90	1	1	0	0	0	0	0	0	0	1	0
Architecture & Engineering Occupations	17	1,506	1,256	250	815	136	162	30	214	69	65	15
Architects, Surveyors, & Cartographers	17.10	111	96	15	52	11	6	1	36	3	2	0
Engineers	17.20	564	491	73	346	47	52	12	57	8	36	6
Drafters, Engineering, & Mapping Technicians	17.30	830	668	162	416	78	104	17	121	58	27	9
Life, Physical, & Social Science Occupations	19	488	272	216	170	129	33	36	31	27	38	24
Life Scientists	19.10	108	66	42	47	27	3	2	7	1	9	12
Physical Scientists	19.20	75	49	26	26	18	4	2	1	2	18	4
Social Scientists & Related Workers	19.30	59	27	32	16	20	7	6	4	5	0	1
Life, Physical, & Social Science Technicians	19.40	245	129	116	81	64	18	26	19	19	11	7
Community & Social Services Occupations	21	1,134	312	821	113	304	139	342	54	165	6	10
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	1,108	304	803	111	297	135	336	52	160	6	10
Religious Workers	21.20	23	8	15	2	5	4	5	2	5	0	0
Legal Occupations	23	251	57	194	42	132	5	24	9	30	1	8
Lawyers, Judges, & Related Workers	23.10	75	32	43	21	29	4	6	6	5	1	3
Legal Support Workers	23.20	175	25	150	21	102	1	18	3	25	0	5
Education, Training, & Library Occupations	25	1,059	260	799	149	390	68	216	35	174	8	19
Postsecondary Teachers	25.10	148	53	95	29	51	15	19	7	23	2	2
Primary, Secondary & Special Education Teachers	25.20	195	42	153	21	88	14	38	5	24	2	3
Other Teachers & Instructors	25.30	285	83	202	56	116	15	53	10	24	2	9
Librarians, Curators, & Archivists	25.40	44	16	28	12	19	2	1	2	7	0	1
Other Education, Training, & Library Occupations	25.90	385	65	320	30	116	22	104	11	96	2	4

Characteristics of Job Seekers

State of Connecticut

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	995	559	433	385	315	80	55	82	54	12	9
Art & Design Workers	27.10	413	215	197	142	153	28	21	40	19	5	4
Entertainers & Performers, Sports & Related Workers	27.20	240	148	91	97	49	26	18	22	22	3	2
Media & Communication Workers	27.30	231	117	113	92	86	15	12	8	12	2	3
Media & Communication Equipment Workers	27.40	111	79	32	54	27	11	4	12	1	2	0
Healthcare Practitioners & Technical Occupations	29	1,588	272	1,314	150	701	64	349	44	232	14	32
Health Diagnosing & Treating Practitioners	29.10	579	98	480	53	291	18	95	18	80	9	14
Health Technologists & Technicians	29.20	884	139	744	77	378	38	215	20	133	4	18
Other Healthcare Practitioners & Technical Occupations	29.90	124	34	90	19	32	8	39	6	19	1	0
Healthcare Support Occupations	31	3,696	360	3,333	117	959	163	1,523	72	810	8	41
Nursing, Psychiatric, & Home Health Aides	31.10	2,437	198	2,236	46	531	105	1,175	41	509	6	21
Occupational & Physical Therapist Assistants & Aides	31.20	60	21	39	13	26	4	6	4	6	0	1
Other Healthcare Support Occupations	31.90	1,189	138	1,051	57	402	52	338	27	292	2	19
Protective Service Occupations	33	763	549	213	228	49	199	104	110	57	12	3
First-Line Supervisors/Mgrs. of Protective Service Workers	33.10	7	5	2	2	0	2	1	1	1	0	0
Fire Fighting & Prevention Workers	33.20	27	26	1	16	0	4	1	5	0	1	0
Law Enforcement Workers	33.30	108	88	19	54	4	15	9	17	6	2	0
Other Protective Service Workers	33.90	621	430	191	156	45	178	93	87	50	9	3
Food Preparation & Serving Related Occupations	35	3,802	1,967	1,833	747	979	716	432	448	386	56	36
Supervisors of Food Preparation & Serving Workers	35.10	423	318	105	180	60	74	22	54	17	10	6
Cooks & Food Preparation Workers	35.20	1,429	899	529	302	229	366	166	212	127	19	7
Food & Beverage Serving Workers	35.30	1,144	325	818	153	500	98	144	60	160	14	14
Other Food Preparation & Serving Related Workers	35.90	802	421	381	111	190	176	100	122	82	12	9
Building & Grounds Cleaning & Maintenance Occupations	37	2,900	2,341	558	1,206	224	265	107	851	221	19	6
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	56	38	18	14	8	7	2	16	8	1	0
Building Cleaning & Pest Control Workers	37.20	805	406	399	138	107	127	101	138	186	3	5
Grounds Maintenance Workers	37.30	2,036	1,895	140	1,052	109	131	4	697	26	15	1
Personal Care & Service Occupations	39	1,367	312	1,054	113	424	106	351	83	262	10	17
Supervisors of Personal Care & Service Workers	39.10	19	9	10	6	8	1	1	2	1	0	0
Animal Care & Service Workers	39.20	34	9	25	5	22	2	0	2	2	0	1
Entertainment Attendants & Related Workers	39.30	114	65	49	35	23	9	10	16	12	5	4
Funeral Service Workers	39.40	8	3	5	1	2	1	1	1	2	0	0
Personal Appearance Workers	39.50	154	34	119	5	72	8	19	20	25	1	3
Transportation, Tourism, & Lodging Attendants	39.60	38	24	14	6	3	11	7	6	4	1	0
Other Personal Care & Service Workers	39.90	988	164	824	51	289	74	312	36	214	3	9

Characteristics of Job Seekers

State of Connecticut

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sales & Related Occupations												
Supervisors of Sales Workers	41	4,637	1,965	2,667	1,201	1,173	406	723	304	722	54	49
Retail Sales Workers	41.10	232	107	125	60	72	25	18	16	33	6	2
Sales Representatives, Services	41.20	2,754	831	1,919	372	705	250	593	177	581	32	40
Sales Representatives, Wholesale & Manufacturing	41.30	896	568	327	429	213	69	54	63	56	7	4
Other Sales & Related Workers	41.40	322	225	97	169	68	30	15	21	12	5	2
	41.90	430	233	197	171	114	32	43	27	39	3	1
Office & Administrative Support Occupations												
Supervisors of Office & Administrative Support Workers	43	9,110	2,675	6,431	1,074	3,413	890	1,631	649	1,262	62	125
Communications Equipment Operators	43.10	111	24	87	8	53	6	13	9	18	1	3
Financial Clerks	43.20	29	9	20	4	11	2	4	2	5	1	0
Information & Record Clerks	43.30	773	135	637	65	406	37	121	22	93	11	17
Material Recording, Scheduling, Dispatch/Distribution Workers	43.40	3,487	797	2,688	371	1,188	251	866	156	595	19	39
Secretaries & Administrative Assistants	43.50	1,897	1,390	507	457	219	530	137	383	142	20	9
Other Office & Administrative Support Workers	43.60	1,254	50	1,204	33	763	4	222	13	198	0	21
	43.90	1,549	268	1,280	135	770	60	265	63	209	10	36
Farming, Fishing, & Forestry Occupations												
Supervisors of Farming, Fishing, & Forestry Workers	45	218	156	62	51	28	13	6	89	28	3	0
Agricultural Workers	45.10	1	1	0	1	0	0	0	0	0	0	0
Fishing & Hunting Workers	45.20	195	135	60	39	26	13	6	80	28	3	0
Forest, Conservation, & Logging Workers	45.30	9	9	0	4	0	0	0	5	0	0	0
	45.40	13	11	2	7	2	0	0	4	0	0	0
Construction & Extraction Occupations												
Supervisors of Construction & Extraction Workers	47	6,788	6,514	273	4,313	130	890	47	1,242	93	69	3
Construction Trades Workers	47.10	47	44	3	33	2	5	0	5	1	1	0
Helpers, Construction Trades	47.20	5,304	5,113	190	3,383	94	693	34	979	60	58	2
Other Construction & Related Workers	47.30	274	260	14	134	6	51	3	73	5	2	0
Extraction Workers	47.40	1,114	1,054	60	736	26	135	9	175	25	8	0
	47.50	47	41	6	27	2	5	1	9	2	0	1
Installation, Maintenance, & Repair Occupations												
Supervisors of Installation, Maintenance, & Repair Workers	49	2,366	2,240	123	1,268	45	377	19	575	56	20	3
Electrical & Electronic Equipment Mechanics, Installers	49.10	18	18	0	17	0	1	0	0	0	0	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.20	182	170	11	101	5	36	1	31	4	2	1
Other Installation, Maintenance & Repair Occupations	49.30	637	610	26	382	14	71	4	153	8	4	0
	49.90	1,526	1,439	86	768	26	269	14	388	44	14	2

Characteristics of Job Seekers

State of Connecticut

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Production Occupations	51	4,654	3,129	1,520	1,597	528	579	230	822	670	131	92
Supervisors of Production Workers	51.10	100	78	22	55	11	2	6	20	4	1	1
Assemblers & Fabricators	51.20	906	368	538	154	159	86	59	105	277	23	43
Food Processing Workers	51.30	220	116	104	47	39	41	31	26	30	2	4
Metal Workers & Plastic Workers	51.40	1,634	1,389	243	796	91	195	37	329	99	69	16
Printing Workers	51.50	95	69	26	39	9	15	3	13	11	2	3
Textile, Apparel, & Furnishings Workers	51.60	168	60	107	10	46	19	14	26	43	5	4
Woodworkers	51.70	120	111	9	85	2	17	1	8	5	1	1
Plant & System Operators	51.80	83	77	6	49	2	7	0	20	4	1	0
Other Production Occupations	51.90	1,323	859	462	361	168	197	78	275	196	26	20
Transportation & Material Moving Occupations	53	7,052	4,996	2,055	2,169	790	1,457	462	1,280	774	90	29
Supervisors of Transportation & Material Moving Workers	53.10	39	34	5	15	3	12	0	6	2	1	0
Air Transportation Workers	53.20	14	6	8	3	7	1	0	2	1	0	0
Motor Vehicle Operators	53.30	3,506	2,282	1,223	1,004	528	690	272	542	409	46	14
Rail Transportation Workers	53.40	18	14	4	8	1	3	2	3	1	0	0
Water Transportation Workers	53.50	33	31	2	25	2	3	0	3	0	0	0
Other Transportation Workers	53.60	555	406	149	209	67	108	52	82	30	7	0
Material Moving Workers	53.70	2,868	2,210	658	895	179	639	135	640	329	36	15
Military Specific Occupations	55	78	62	16	35	6	10	4	12	6	5	0
Military Officer Special & Tactical Operations Leaders/Mgrs.	55.10	8	6	2	5	1	1	1	0	0	0	0
First-Line Enlisted Military Supervisors/Managers	55.20	5	3	2	1	0	2	1	0	1	0	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	62	51	11	27	4	7	2	12	5	5	0
Unknown/Unclassifiable Occupations	99	8,984	4,582	4,402	2,012	1,719	1,334	1,386	1,146	1,197	90	100
Unknown/Unclassifiable Occupations	99.90	8,984	4,582	4,402	2,012	1,719	1,334	1,386	1,146	1,197	90	100

Characteristics of Job Seekers

Fairfield County

Occupation	SOC Code	Total Job Seekers	Total Male	Total Female	White		Black		Hispanic		Other	
					Male	Female	Male	Female	Male	Female	Male	Female
Total - All Occupations	00	12,475	6,909	5,561	2,930	2,016	1,938	1,978	1,855	1,410	186	157
Management Occupations	11	1,178	632	546	457	331	73	113	79	84	23	18
Top Executives	11.10	62	38	24	26	17	7	3	5	4	0	0
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	315	170	145	146	113	11	15	11	15	2	2
Operations Specialties Managers	11.30	303	131	172	85	97	20	43	19	25	7	7
Other Management Occupations	11.90	498	293	205	200	104	35	52	44	40	14	9
Business & Financial Operations Occupations	13	548	302	246	207	141	36	56	32	30	27	19
Business Operations Specialists	13.10	207	115	92	74	51	16	26	18	9	7	6
Financial Specialists	13.20	341	187	154	133	90	20	30	14	21	20	13
Computer & Mathematical Occupations	15	358	266	92	167	44	49	20	35	14	15	14
Computer Specialists	15.10	352	264	88	166	42	49	20	34	13	15	13
Mathematical Scientists	15.20	6	2	4	1	2	0	0	1	1	0	1
Architecture & Engineering Occupations	17	208	183	25	97	10	30	2	45	9	11	4
Architects, Surveyors, & Cartographers	17.10	27	25	2	7	2	2	0	15	0	1	0
Engineers	17.20	90	79	11	47	6	12	1	16	2	4	2
Drafters, Engineering, & Mapping Technicians	17.30	91	79	12	43	2	16	1	14	7	6	2
Life, Physical, & Social Science Occupations	19	80	49	31	28	14	6	5	4	8	11	4
Life Scientists	19.10	21	17	4	10	3	0	0	3	0	4	1
Physical Scientists	19.20	16	10	6	4	3	1	0	0	1	5	2
Social Scientists & Related Workers	19.30	8	5	3	3	2	2	1	0	0	0	0
Life, Physical, & Social Science Technicians	19.40	35	17	18	11	6	3	4	1	7	2	1
Community & Social Services Occupations	21	144	38	106	13	33	17	44	5	26	3	3
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	137	38	99	13	30	17	42	5	24	3	3
Religious Workers	21.20	7	0	7	0	3	0	2	0	2	0	0
Legal Occupations	23	55	14	41	12	22	0	7	2	10	0	2
Lawyers, Judges, & Related Workers	23.10	17	8	9	6	5	0	1	2	2	0	1
Legal Support Workers	23.20	38	6	32	6	17	0	6	0	8	0	1
Education, Training, & Library Occupations	25	207	44	163	20	47	17	71	5	43	2	2
Postsecondary Teachers	25.10	22	8	14	3	7	5	3	0	4	0	0
Primary, Secondary & Special Education Teachers	25.20	40	8	32	3	8	3	14	1	10	1	0
Other Teachers & Instructors	25.30	67	21	46	11	17	6	18	3	9	1	2
Librarians, Curators, & Archivists	25.40	4	1	3	1	1	0	1	0	1	0	0
Other Education, Training, & Library Occupations	25.90	74	6	68	2	14	3	35	1	19	0	0

Characteristics of Job Seekers

Fairfield County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	282	161	120	109	85	27	15	22	17	3	3
Art & Design Workers	27.10	113	59	54	35	36	14	10	10	6	0	2
Entertainers & Performers, Sports & Related Workers	27.20	69	43	25	28	14	5	2	8	8	2	1
Media & Communication Workers	27.30	71	35	36	29	31	4	2	1	3	1	0
Media & Communication Equipment Workers	27.40	29	24	5	17	4	4	1	3	0	0	0
Healthcare Practitioners & Technical Occupations	29	266	53	213	27	87	15	76	8	42	3	8
Health Diagnosing & Treating Practitioners	29.10	99	21	78	11	43	6	20	2	10	2	5
Health Technologists & Technicians	29.20	151	27	124	14	42	7	50	5	29	1	3
Other Healthcare Practitioners & Technical Occupations	29.90	16	5	11	2	2	2	6	1	3	0	0
Healthcare Support Occupations	31	652	56	595	8	74	36	350	11	163	1	8
Nursing, Psychiatric, & Home Health Aides	31.10	462	35	426	2	40	24	275	8	107	1	4
Occupational & Physical Therapist Assistants & Aides	31.20	2	1	1	0	0	1	1	0	0	0	0
Other Healthcare Support Occupations	31.90	188	20	168	6	34	11	74	3	56	0	4
Protective Service Occupations	33	171	123	48	32	7	66	30	23	11	2	0
Fire Fighting & Prevention Workers	33.20	3	3	0	2	0	0	0	0	0	1	0
Law Enforcement Workers	33.30	20	16	4	9	0	2	3	5	1	0	0
Other Protective Service Workers	33.90	148	104	44	21	7	64	27	18	10	1	0
Food Preparation & Serving Related Occupations	35	632	346	285	74	106	166	85	94	90	12	4
Supervisors of Food Preparation & Serving Workers	35.10	76	55	21	19	5	23	7	10	8	3	1
Cooks & Food Preparation Workers	35.20	231	142	88	19	20	77	32	43	36	3	0
Food & Beverage Serving Workers	35.30	188	69	119	26	59	27	31	14	27	2	2
Other Food Preparation & Serving Related Workers	35.90	136	79	57	10	22	38	15	27	19	4	1
Building & Grounds Cleaning & Maintenance Occupations	37	685	601	84	171	17	78	22	346	45	6	0
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	11	5	6	0	1	2	1	3	4	0	0
Building Cleaning & Pest Control Workers	37.20	118	62	56	10	5	28	19	23	32	1	0
Grounds Maintenance Workers	37.30	556	534	22	161	11	48	2	320	9	5	0
Personal Care & Service Occupations	39	221	60	161	23	61	26	55	10	42	1	3
Animal Care & Service Workers	39.20	4	1	3	0	1	0	0	1	2	0	0
Entertainment Attendants & Related Workers	39.30	20	14	6	8	1	4	2	2	3	0	0
Funeral Service Workers	39.40	2	0	2	0	1	0	0	0	1	0	0
Personal Appearance Workers	39.50	26	4	22	0	12	2	4	2	5	0	1
Transportation, Tourism, & Lodging Attendants	39.60	12	9	3	1	0	7	3	1	0	0	0
Other Personal Care & Service Workers	39.90	156	32	124	14	45	13	46	4	31	1	2

Characteristics of Job Seekers

Fairfield County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female		
Sales & Related Occupations	41	882	428	454	237	156	116	188	66	104	9	6
Supervisors of Sales Workers	41.10	41	25	16	10	7	9	3	4	6	2	0
Retail Sales Workers	41.20	458	153	305	40	71	70	152	38	78	5	4
Sales Representatives, Services	41.30	222	149	73	111	42	19	15	18	15	1	1
Sales Representatives, Wholesale & Manufacturing	41.40	61	45	16	36	12	7	4	2	0	0	0
Other Sales & Related Workers	41.90	100	56	44	40	24	11	14	4	5	1	1
Office & Administrative Support Occupations	43	1,681	461	1,219	139	524	189	411	123	261	10	23
Supervisors of Office & Administrative Support Workers	43.10	21	8	13	2	7	2	2	4	4	0	0
Communications Equipment Operators	43.20	4	2	2	0	2	0	0	1	0	1	0
Financial Clerks	43.30	140	31	108	11	42	11	39	9	21	0	6
Information & Record Clerks	43.40	736	181	555	60	177	78	233	39	138	4	7
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	233	167	66	34	18	80	24	50	22	3	2
Secretaries & Administrative Assistants	43.60	271	4	267	1	170	1	61	2	34	0	2
Other Office & Administrative Support Workers	43.90	275	67	208	31	108	17	52	17	42	2	6
Farming, Fishing, & Forestry Occupations	45	16	13	3	2	1	2	1	9	1	0	0
Agricultural Workers	45.20	14	11	3	2	1	2	1	7	1	0	0
Fishing & Hunting Workers	45.30	2	2	0	0	0	0	0	2	0	0	0
Construction & Extraction Occupations	47	853	832	21	404	6	175	3	248	11	5	1
Supervisors of Construction & Extraction Workers	47.10	7	7	0	5	0	1	0	1	0	0	0
Construction Trades Workers	47.20	638	624	14	312	3	132	3	176	7	4	1
Helpers, Construction Trades	47.30	32	31	1	5	0	8	0	18	1	0	0
Other Construction & Related Workers	47.40	170	164	6	81	3	31	0	51	3	1	0
Extraction Workers	47.50	6	6	0	1	0	3	0	2	0	0	0
Installation, Maintenance, & Repair Occupations	49	436	412	24	155	4	99	4	154	15	4	1
Supervisors of Installation, Maintenance, & Repair Workers	49.10	4	4	0	4	0	0	0	0	0	0	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	34	31	3	14	0	9	0	8	2	0	1
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	116	112	4	55	2	19	0	36	2	2	0
Other Installation, Maintenance & Repair Occupations	49.90	282	265	17	82	2	71	4	110	11	2	0
Production Occupations	51	465	280	185	88	39	86	39	91	91	15	16
Supervisors of Production Workers	51.10	12	9	3	5	1	0	1	4	1	0	0
Assemblers & Fabricators	51.20	92	40	52	10	10	13	2	11	31	6	9
Food Processing Workers	51.30	39	19	20	4	3	9	12	6	5	0	0
Metal Workers & Plastic Workers	51.40	110	87	23	36	0	16	7	27	15	8	1
Printing Workers	51.50	19	11	8	3	0	7	0	1	6	0	2
Textile, Apparel, & Furnishings Workers	51.60	33	7	26	0	13	3	3	4	7	0	3
Woodworkers	51.70	16	14	2	11	0	2	0	1	2	0	0
Plant & System Operators	51.80	9	8	1	3	1	1	0	4	0	0	0
Other Production Occupations	51.90	135	85	50	16	11	35	14	33	24	1	1

Characteristics of Job Seekers

Fairfield County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Transportation & Material Moving Occupations	53	1,197	861	335	237	79	368	114	243	139	13	3
Supervisors of Transportation & Material Moving Workers	53.10	4	4	0	1	0	2	0	1	0	0	0
Air Transportation Workers	53.20	4	1	3	1	2	0	0	0	1	0	0
Motor Vehicle Operators	53.30	734	498	235	137	59	230	84	127	91	4	1
Rail Transportation Workers	53.40	3	2	1	2	0	0	0	0	1	0	0
Water Transportation Workers	53.50	7	7	0	5	0	1	0	1	0	0	0
Other Transportation Workers	53.60	77	51	26	19	7	17	15	14	4	1	0
Material Moving Workers	53.70	366	296	70	72	11	118	15	98	42	8	2
Military Specific Occupations	55	18	15	3	7	1	5	1	2	1	1	0
Military Officer Special & Tactical Operations Leaders/Mgrs.	55.10	1	1	0	1	0	0	0	0	0	0	0
First-Line Enlisted Military Supervisors/Managers	55.20	3	2	1	1	0	1	1	0	0	0	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	14	12	2	5	1	4	0	2	1	1	0
Unknown/Unclassifiable Occupations	99	1,240	679	561	216	127	256	266	198	153	9	15
Unknown/Unclassifiable Occupations	99.90	1,240	679	561	216	127	256	266	198	153	9	15

Characteristics of Job Seekers

Hartford County

Occupation	SOC Code	Total Job Seekers	Total Male	Total Female	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Other Male	Other Female
Total - All Occupations	00	16,259	9,005	7,245	4,251	2,901	2,181	2,235	2,293	1,914	280	195
Management Occupations	11	1,072	553	519	383	297	84	110	65	101	21	11
Top Executives	11.10	90	64	26	41	12	9	7	11	4	3	3
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	161	102	59	82	44	10	8	6	5	4	2
Operations Specialties Managers	11.30	264	100	164	65	92	14	37	15	33	6	2
Other Management Occupations	11.90	556	286	270	195	149	50	58	33	59	8	4
Business & Financial Operations Occupations	13	533	232	301	133	178	43	73	42	35	14	15
Business Operations Specialists	13.10	267	121	146	57	90	30	34	31	18	3	4
Financial Specialists	13.20	264	111	153	76	86	13	39	11	17	11	11
Computer & Mathematical Occupations	15	349	239	110	160	69	28	20	26	13	25	8
Computer Specialists	15.10	333	230	103	153	66	26	19	26	12	25	6
Mathematical Scientists	15.20	15	8	7	6	3	2	1	0	1	0	2
Architecture & Engineering Occupations	17	374	304	70	181	31	54	15	46	21	23	3
Architects, Surveyors, & Cartographers	17.10	28	25	3	16	2	1	1	8	0	0	0
Engineers	17.20	147	130	17	81	7	18	6	14	2	17	2
Drafters, Engineering, & Mapping Technicians	17.30	198	148	50	83	22	35	8	24	19	6	1
Life, Physical, & Social Science Occupations	19	92	46	46	27	28	12	6	4	6	3	6
Life Scientists	19.10	14	9	5	7	3	1	1	1	0	0	1
Physical Scientists	19.20	12	6	6	3	5	2	0	0	0	1	1
Social Scientists & Related Workers	19.30	12	2	10	1	5	1	2	0	2	0	1
Life, Physical, & Social Science Technicians	19.40	53	28	25	16	15	7	3	3	4	2	3
Community & Social Services Occupations	21	289	77	212	21	56	37	111	18	44	1	1
Counselors, Social Workers, Other Crmnty./Soc. Svcs. Workers	21.10	280	73	207	21	53	35	109	16	44	1	1
Religious Workers	21.20	6	4	2	0	1	2	1	2	0	0	0
Legal Occupations	23	79	20	59	16	40	0	6	3	11	1	2
Lawyers, Judges, & Related Workers	23.10	29	13	16	10	12	0	2	2	2	1	0
Legal Support Workers	23.20	49	7	42	6	27	0	4	1	9	0	2
Education, Training, & Library Occupations	25	242	60	182	31	77	16	55	12	45	1	5
Postsecondary Teachers	25.10	32	13	19	7	6	4	5	2	6	0	2
Primary, Secondary & Special Education Teachers	25.20	43	10	33	4	18	4	8	2	6	0	1
Other Teachers & Instructors	25.30	65	16	49	10	24	4	16	2	7	0	2
Librarians, Curators, & Archivists	25.40	7	2	5	1	5	1	0	0	0	0	0
Other Education, Training, & Library Occupations	25.90	93	18	75	8	24	3	25	6	26	1	0

Characteristics of Job Seekers

Hartford County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	209	116	92	72	56	17	17	23	16	4	3
Art & Design Workers	27.10	70	40	30	27	21	2	3	11	5	0	1
Entertainers & Performers, Sports & Related Workers	27.20	60	33	27	17	12	10	8	5	7	1	0
Media & Communication Workers	27.30	51	24	26	16	16	3	5	4	3	1	2
Media & Communication Equipment Workers	27.40	28	19	9	12	7	2	1	3	1	2	0
Healthcare Practitioners & Technical Occupations	29	337	57	279	33	134	15	80	3	59	6	6
Health Diagnosing & Treating Practitioners	29.10	138	19	118	9	71	4	25	2	20	4	2
Health Technologists & Technicians	29.20	167	26	141	17	57	7	46	1	34	1	4
Other Healthcare Practitioners & Technical Occupations	29.90	31	11	20	6	6	4	9	0	5	1	0
Healthcare Support Occupations	31	658	67	591	21	152	33	291	11	140	2	8
Nursing, Psychiatric, & Home Health Aides	31.10	397	34	363	5	66	21	212	7	79	1	6
Occupational & Physical Therapist Assistants & Aides	31.20	16	4	12	3	11	1	1	0	0	0	0
Other Healthcare Support Occupations	31.90	237	26	211	12	75	9	74	4	60	1	2
Protective Service Occupations	33	175	119	56	40	10	44	28	34	18	1	0
First-Line Supervisors/Mgrs. of Protective Service Workers	33.10	3	2	1	1	0	0	1	1	0	0	0
Fire Fighting & Prevention Workers	33.20	12	11	1	5	0	1	1	5	0	0	0
Law Enforcement Workers	33.30	19	17	2	8	1	6	1	3	0	0	0
Other Protective Service Workers	33.90	141	89	52	26	9	37	25	25	18	1	0
Food Preparation & Serving Related Occupations	35	799	435	364	145	163	164	92	110	100	16	9
Supervisors of Food Preparation & Serving Workers	35.10	90	72	18	38	10	17	4	14	3	3	1
Cooks & Food Preparation Workers	35.20	324	204	120	61	44	87	44	49	29	7	3
Food & Beverage Serving Workers	35.30	194	57	137	24	71	20	21	11	43	2	2
Other Food Preparation & Serving Related Workers	35.90	188	99	89	21	38	39	23	36	25	3	3
Building & Grounds Cleaning & Maintenance Occupations	37	634	528	106	251	35	55	26	218	42	4	3
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	6	5	1	2	0	0	0	3	1	0	0
Building Cleaning & Pest Control Workers	37.20	183	98	85	29	20	24	26	45	36	0	3
Grounds Maintenance Workers	37.30	444	424	20	219	15	31	0	170	5	4	0
Personal Care & Service Occupations	39	265	70	195	24	64	28	90	18	40	0	1
Supervisors of Personal Care & Service Workers	39.10	6	3	3	2	2	1	1	0	0	0	0
Animal Care & Service Workers	39.20	8	3	5	1	5	1	0	1	0	0	0
Entertainment Attendants & Related Workers	39.30	15	13	2	9	1	0	0	4	1	0	0
Funeral Service Workers	39.40	2	1	1	0	1	1	0	0	0	0	0
Personal Appearance Workers	39.50	20	6	14	1	11	2	2	3	1	0	0
Transportation, Tourism, & Lodging Attendants	39.60	8	5	3	2	1	1	1	2	1	0	0
Other Personal Care & Service Workers	39.90	202	39	163	9	41	22	85	8	36	0	1

Characteristics of Job Seekers

Hartford County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female		
Sales & Related Occupations	41	933	373	557	235	195	70	160	57	192	11	10
Supervisors of Sales Workers	41.10	40	15	25	8	13	2	3	3	9	2	0
Retail Sales Workers	41.20	553	161	390	78	106	44	120	34	156	5	8
Sales Representatives, Services	41.30	196	113	82	90	43	12	23	9	15	2	1
Sales Representatives, Wholesale & Manufacturing	41.40	67	47	20	32	10	8	7	6	2	1	1
Other Sales & Related Workers	41.90	74	36	38	27	22	4	7	5	9	0	0
Office & Administrative Support Occupations	43	2,408	724	1,682	251	753	275	526	179	366	19	37
Supervisors of Office & Administrative Support Workers	43.10	27	6	21	3	14	2	3	0	4	1	0
Communications Equipment Operators	43.20	11	5	6	3	5	1	0	1	1	0	0
Financial Clerks	43.30	195	32	163	17	96	9	40	3	22	3	5
Information & Record Clerks	43.40	859	177	680	81	252	61	247	32	170	3	11
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	547	410	137	111	47	173	48	121	39	5	3
Secretaries & Administrative Assistants	43.60	294	12	282	6	152	1	69	5	56	0	5
Other Office & Administrative Support Workers	43.90	468	82	386	30	185	28	116	17	72	7	13
Farming, Fishing, & Forestry Occupations	45	72	55	17	9	5	6	3	38	9	2	0
Agricultural Workers	45.20	69	52	17	8	5	6	3	36	9	2	0
Forest, Conservation, & Logging Workers	45.40	3	3	0	1	0	0	0	2	0	0	0
Construction & Extraction Occupations	47	1,583	1,519	64	880	20	239	10	378	33	22	1
Supervisors of Construction & Extraction Workers	47.10	10	9	1	5	1	1	0	3	0	0	0
Construction Trades Workers	47.20	1,252	1,213	39	692	11	197	9	305	19	19	0
Helpers, Construction Trades	47.30	52	49	3	23	2	11	0	15	1	0	0
Other Construction & Related Workers	47.40	258	239	19	155	6	29	1	52	12	3	0
Extraction Workers	47.50	9	7	2	5	0	0	0	2	1	0	1
Installation, Maintenance, & Repair Occupations	49	523	488	33	241	9	100	5	141	18	6	1
Supervisors of Installation, Maintenance, & Repair Workers	49.10	5	5	0	5	0	0	0	0	0	0	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	32	29	3	15	2	8	0	5	1	1	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	133	125	7	63	3	24	2	38	2	0	0
Other Installation, Maintenance & Repair Occupations	49.90	350	326	23	158	4	68	3	95	15	5	1
Production Occupations	51	1,194	796	398	353	142	152	56	239	158	52	42
Supervisors of Production Workers	51.10	23	14	9	8	6	1	2	4	1	1	0
Assemblers & Fabricators	51.20	264	107	157	35	50	25	18	38	67	9	22
Food Processing Workers	51.30	37	16	21	5	4	5	4	6	12	0	1
Metal Workers & Plastic Workers	51.40	439	375	64	189	31	63	6	93	17	30	10
Printing Workers	51.50	25	18	7	11	4	3	1	4	2	0	0
Textile, Apparel, & Furnishings Workers	51.60	39	18	21	3	5	6	3	7	13	2	0
Woodworkers	51.70	23	20	3	14	1	4	1	2	0	0	1
Plant & System Operators	51.80	16	16	0	13	0	1	0	2	0	0	0
Other Production Occupations	51.90	324	211	113	75	40	44	20	83	45	9	8

Characteristics of Job Seekers

Hartford County

Occupation	SOC Code	Total Job Seekers	Total Male	Total Female	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Other Male	Other Female
Transportation & Material Moving Occupations	53	1,522	1,096	426	392	108	360	126	323	188	21	4
Supervisors of Transportation & Material Moving Workers	53.10	13	12	1	5	1	6	0	1	0	0	0
Air Transportation Workers	53.20	1	0	1	0	1	0	0	0	0	0	0
Motor Vehicle Operators	53.30	727	461	266	181	70	151	71	118	124	11	1
Rail Transportation Workers	53.40	1	0	1	0	1	0	0	0	0	0	0
Water Transportation Workers	53.50	2	2	0	2	0	0	0	0	0	0	0
Other Transportation Workers	53.60	100	70	30	35	8	14	13	19	9	2	0
Material Moving Workers	53.70	670	545	125	163	26	189	42	185	54	8	3
Military Specific Occupations	55	12	8	4	4	0	2	2	1	2	1	0
Military Officer Special & Tactical Operations Leaders/Mgrs.	55.10	2	1	1	1	0	0	1	0	0	0	0
First-Line Enlisted Military Supervisors/Managers	55.20	2	1	1	0	0	1	0	0	1	0	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	8	6	2	3	0	1	1	1	1	1	0
Unknown/Unclassifiable Occupations	99	1,905	1,023	882	348	279	347	327	304	257	24	19
Unknown/Unclassifiable Occupations	99.90	1,905	1,023	882	348	279	347	327	304	257	24	19

Characteristics of Job Seekers

Litchfield County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female		
Total - All Occupations	00	3,520	2,134	1,383	1,849	1,154	81	178	146	26	26	26
Management Occupations	11	222	116	106	110	94	1	4	6	1	2	2
Top Executives	11.10	18	15	3	14	3	0	1	0	0	0	0
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	40	25	15	24	13	0	0	1	1	1	0
Operations Specialties Managers	11.30	41	16	25	14	23	0	2	0	0	0	2
Other Management Occupations	11.90	123	60	63	58	55	1	1	5	0	0	0
Business & Financial Operations Occupations	13	88	37	51	33	48	2	2	1	0	1	1
Business Operations Specialists	13.10	38	21	17	19	17	0	2	0	0	0	0
Financial Specialists	13.20	50	16	34	14	31	2	0	1	0	1	1
Computer & Mathematical Occupations	15	67	50	17	40	15	3	5	1	2	1	1
Computer Specialists	15.10	67	50	17	40	15	3	5	1	2	1	1
Architecture & Engineering Occupations	17	116	100	16	92	12	1	5	2	2	2	2
Architects, Surveyors, & Cartographers	17.10	11	9	2	9	2	0	0	0	0	0	0
Engineers	17.20	40	36	4	34	4	1	1	0	0	0	0
Drafters, Engineering, & Mapping Technicians	17.30	65	55	10	49	6	0	4	2	2	2	2
Life, Physical, & Social Science Occupations	19	16	7	9	6	7	0	0	0	1	1	1
Life Scientists	19.10	3	1	2	1	2	0	0	0	0	0	0
Physical Scientists	19.20	5	4	1	3	0	0	0	0	1	1	1
Social Scientists & Related Workers	19.30	1	1	0	1	0	0	0	0	0	0	0
Life, Physical, & Social Science Technicians	19.40	7	1	6	1	5	0	0	0	0	0	0
Community & Social Services Occupations	21	47	13	34	12	26	0	3	1	5	0	0
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	47	13	34	12	26	0	3	1	5	0	0
Legal Occupations	23	9	0	9	0	6	0	1	0	2	0	0
Legal Support Workers	23.20	9	0	9	0	6	0	1	0	2	0	0
Education, Training, & Library Occupations	25	50	9	41	9	37	0	1	0	3	0	0
Postsecondary Teachers	25.10	8	1	7	1	5	0	0	2	0	0	0
Primary, Secondary & Special Education Teachers	25.20	13	1	12	1	12	0	0	0	0	0	0
Other Teachers & Instructors	25.30	13	4	9	4	9	0	0	0	0	0	0
Librarians, Curators, & Archivists	25.40	3	1	2	1	2	0	0	0	0	0	0
Other Education, Training, & Library Occupations	25.90	13	2	11	2	9	0	1	1	0	0	0
Arts, Design, Entertainment, Sports, & Media Occupations	27	55	30	25	24	22	2	4	2	0	0	0
Art & Design Workers	27.10	29	16	13	11	12	2	3	1	0	0	0
Entertainers & Performers, Sports & Related Workers	27.20	12	8	4	7	3	0	1	0	0	0	0
Media & Communication Workers	27.30	9	3	6	3	5	0	0	1	0	0	0
Media & Communication Equipment Workers	27.40	5	3	2	3	2	0	0	0	0	0	0

Characteristics of Job Seekers

Litchfield County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Healthcare Practitioners & Technical Occupations	29	75	11	64	10	58	1	2	0	3	0	1
Health Diagnosing & Treating Practitioners	29.10	33	4	29	4	26	0	1	0	1	0	1
Health Technologists & Technicians	29.20	37	6	31	5	29	1	1	0	1	0	0
Other Healthcare Practitioners & Technical Occupations	29.90	5	1	4	1	3	0	0	0	1	0	0
Healthcare Support Occupations	31	137	19	118	13	88	4	10	2	16	0	4
Nursing, Psychiatric, & Home Health Aides	31.10	95	10	85	7	63	2	9	1	11	0	2
Occupational & Physical Therapist Assistants & Aides	31.20	1	0	1	0	1	0	0	0	0	0	0
Other Healthcare Support Occupations	31.90	41	9	32	6	24	2	1	1	5	0	2
Protective Service Occupations	33	22	17	4	17	4	0	0	0	0	0	0
Fire Fighting & Prevention Workers	33.20	1	1	0	1	0	0	0	0	0	0	0
Law Enforcement Workers	33.30	3	2	0	2	0	0	0	0	0	0	0
Other Protective Service Workers	33.90	18	14	4	14	4	0	0	0	0	0	0
Food Preparation & Serving Related Occupations	35	140	59	81	47	72	4	3	8	5	0	1
Supervisors of Food Preparation & Serving Workers	35.10	23	17	6	14	6	1	0	2	0	0	0
Cooks & Food Preparation Workers	35.20	42	23	19	16	18	3	0	4	0	0	1
Food & Beverage Serving Workers	35.30	48	8	40	8	37	0	2	0	1	0	0
Other Food Preparation & Serving Related Workers	35.90	27	11	16	9	11	0	1	2	4	0	0
Building & Grounds Cleaning & Maintenance Occupations	37	211	167	44	153	37	3	2	10	5	1	0
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	1	1	0	1	0	0	0	0	0	0	0
Building Cleaning & Pest Control Workers	37.20	31	15	16	10	9	2	2	3	5	0	0
Grounds Maintenance Workers	37.30	178	150	28	141	28	1	0	7	0	1	0
Personal Care & Service Occupations	39	42	9	32	8	24	0	3	1	5	0	0
Supervisors of Personal Care & Service Workers	39.10	2	1	1	1	1	0	0	0	0	0	0
Animal Care & Service Workers	39.20	6	1	5	1	5	0	0	0	0	0	0
Entertainment Attendants & Related Workers	39.30	1	1	0	1	0	0	0	0	0	0	0
Personal Appearance Workers	39.50	5	0	4	0	2	0	0	0	2	0	0
Other Personal Care & Service Workers	39.90	25	3	22	2	16	0	3	1	3	0	0
Sales & Related Occupations	41	230	124	106	104	88	4	4	13	12	3	2
Supervisors of Sales Workers	41.10	10	8	2	8	2	0	0	0	0	0	0
Retail Sales Workers	41.20	108	41	67	30	52	3	4	7	9	1	2
Sales Representatives, Services	41.30	57	40	17	36	15	0	0	4	2	0	0
Sales Representatives, Wholesale & Manufacturing	41.40	27	19	8	15	8	1	0	1	0	2	0
Other Sales & Related Workers	41.90	28	16	12	15	11	0	0	1	1	0	0

Characteristics of Job Seekers

Litchfield County

SOC Code	Occupation	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
43	Office & Administrative Support Occupations	345	90	255	68	227	7	8	13	18	2	2
43.10	Supervisors of Office & Administrative Support Workers	3	1	2	0	2	0	0	1	0	0	0
43.20	Communications Equipment Operators	3	1	2	1	1	0	0	0	1	0	0
43.30	Financial Clerks	43	8	35	8	31	0	0	0	4	0	0
43.40	Information & Record Clerks	111	25	86	19	75	3	4	2	7	1	0
43.50	Material Recording, Scheduling, Dispatch/Distribution Workers	65	48	17	34	15	4	1	9	1	1	0
43.60	Secretaries & Administrative Assistants	65	4	61	4	55	0	2	0	3	0	1
43.90	Other Office & Administrative Support Workers	55	3	52	2	48	0	1	1	2	0	1
45	Farming, Fishing, & Forestry Occupations	11	7	4	6	4	0	0	1	0	0	0
45.20	Agricultural Workers	10	6	4	5	4	0	0	1	0	0	0
45.40	Forest, Conservation, & Logging Workers	1	1	0	1	0	0	0	0	0	0	0
47	Construction & Extraction Occupations	521	509	11	474	11	9	0	23	0	3	0
47.10	Supervisors of Construction & Extraction Workers	1	1	0	1	0	0	0	0	0	0	0
47.20	Construction Trades Workers	399	387	11	359	11	4	0	21	0	3	0
47.30	Helpers, Construction Trades	12	12	0	12	0	0	0	0	0	0	0
47.40	Other Construction & Related Workers	105	105	0	99	0	5	0	1	0	0	0
47.50	Extraction Workers	4	4	0	3	0	0	0	1	0	0	0
49	Installation, Maintenance, & Repair Occupations	124	121	3	116	3	2	0	3	0	0	0
49.10	Supervisors of Installation, Maintenance, & Repair Workers	2	2	0	2	0	0	0	0	0	0	0
49.20	Electrical & Electronic Equipment Mechanics, Installers	5	5	0	4	0	0	0	1	0	0	0
49.30	Vehicle & Mobile Equipment Mechanics, Installers, Repairers	36	35	1	35	1	0	0	0	0	0	0
49.90	Other Installation, Maintenance & Repair Occupations	81	79	2	75	2	2	0	2	0	0	0
51	Production Occupations	273	184	89	146	56	7	3	26	26	5	4
51.10	Supervisors of Production Workers	6	6	0	6	0	0	0	0	0	0	0
51.20	Assemblers & Fabricators	50	19	31	15	19	1	0	2	11	1	1
51.30	Food Processing Workers	9	4	5	4	4	0	0	0	1	0	0
51.40	Metal Workers & Plastic Workers	105	94	11	82	10	5	0	6	0	1	1
51.50	Printing Workers	4	3	1	3	1	0	0	0	0	0	0
51.60	Textile, Apparel, & Furnishings Workers	11	1	10	0	7	0	0	1	3	0	0
51.70	Woodworkers	18	17	1	15	0	0	0	1	1	1	0
51.80	Plant & System Operators	6	5	1	3	1	0	0	2	0	0	0
51.90	Other Production Occupations	64	35	29	18	14	1	3	14	10	2	2
53	Transportation & Material Moving Occupations	326	231	95	182	78	14	0	30	14	5	3
53.10	Supervisors of Transportation & Material Moving Workers	3	3	0	2	0	0	0	1	0	0	0
53.30	Motor Vehicle Operators	175	115	60	90	56	7	0	16	3	2	1
53.50	Water Transportation Workers	1	1	0	1	0	0	0	0	0	0	0
53.60	Other Transportation Workers	32	24	8	21	8	2	0	1	0	0	0
53.70	Material Moving Workers	114	87	27	67	14	5	0	12	11	3	2

Characteristics of Job Seekers

Litchfield County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Military Specific Occupations												
Military Enlisted Tactical Operations & Air/Weapon	55	4	4	0	4	0	0	0	0	0	0	0
	55.30	3	3	0	3	0	0	0	0	0	0	0
Unknown/Unclassifiable Occupations												
Unknown/Unclassifiable Occupations	99	389	220	169	175	137	17	10	27	20	1	2
	99.90	389	220	169	175	137	17	10	27	20	1	2

Characteristics of Job Seekers

Middlesex County

Occupation	SOC Code	Total Job Seekers	Total Male	Total Female	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Other Male	Other Female
Total - All Occupations	00	1,995	1,229	766	986	590	120	90	100	62	23	24
Management Occupations	11	208	109	99	97	82	3	11	7	1	2	5
Top Executives	11.10	24	16	8	13	7	1	1	1	0	1	0
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	34	12	22	11	18	0	2	1	0	0	2
Operations Specialties Managers	11.30	48	21	27	19	23	1	4	0	0	1	0
Other Management Occupations	11.90	102	60	42	54	34	1	4	5	1	0	3
Business & Financial Operations Occupations	13	59	32	27	29	24	1	1	1	2	1	0
Business Operations Specialists	13.10	30	14	16	12	15	1	0	1	1	0	0
Financial Specialists	13.20	29	18	11	17	9	0	1	0	1	1	0
Computer & Mathematical Occupations	15	72	58	14	38	10	9	3	7	0	4	1
Computer Specialists	15.10	68	54	14	35	10	8	3	7	0	4	1
Mathematical Scientists	15.20	4	4	0	3	0	1	0	0	0	0	0
Architecture & Engineering Occupations	17	56	50	6	45	4	1	0	3	1	1	1
Architects, Surveyors, & Cartographers	17.10	3	2	1	2	1	0	0	0	0	0	0
Engineers	17.20	30	28	2	24	0	1	0	2	1	1	1
Drafters, Engineering, & Mapping Technicians	17.30	23	20	3	19	3	0	0	1	0	0	0
Life, Physical, & Social Science Occupations	19	24	10	14	9	14	1	0	0	0	0	0
Life Scientists	19.10	6	2	4	2	4	0	0	0	0	0	0
Physical Scientists	19.20	5	2	3	2	3	0	0	0	0	0	0
Social Scientists & Related Workers	19.30	2	1	1	1	1	0	0	0	0	0	0
Life, Physical, & Social Science Technicians	19.40	11	5	6	4	6	1	0	0	0	0	0
Community & Social Services Occupations	21	29	12	17	5	12	4	3	2	2	1	0
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	28	11	17	5	12	3	3	2	2	1	0
Religious Workers	21.20	1	1	0	0	0	1	0	0	0	0	0
Legal Occupations	23	12	2	10	2	6	0	1	0	1	0	2
Legal Support Workers	23.20	12	2	10	2	6	0	1	0	1	0	2
Education, Training, & Library Occupations	25	25	7	18	5	14	0	2	2	2	0	0
Postsecondary Teachers	25.10	5	1	4	0	3	0	1	1	0	0	0
Primary, Secondary & Special Education Teachers	25.20	2	1	1	1	1	0	0	0	0	0	0
Other Teachers & Instructors	25.30	9	4	5	3	4	0	0	1	1	0	0
Librarians, Curators, & Archivists	25.40	2	1	1	1	1	0	0	0	0	0	0
Other Education, Training, & Library Occupations	25.90	7	0	7	0	5	0	1	0	1	0	0

Characteristics of Job Seekers

Middlesex County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	26	16	10	12	9	2	0	2	0	0	1
Art & Design Workers	27.10	9	4	5	2	5	0	0	2	0	0	0
Entertainers & Performers, Sports & Related Workers	27.20	7	5	2	4	1	1	0	0	0	0	1
Media & Communication Workers	27.30	7	4	3	4	3	0	0	0	0	0	0
Media & Communication Equipment Workers	27.40	3	3	0	2	0	1	0	0	0	0	0
Healthcare Practitioners & Technical Occupations	29	50	12	38	9	31	2	1	1	6	0	0
Health Diagnosing & Treating Practitioners	29.10	16	5	11	4	8	1	0	0	3	0	0
Health Technologists & Technicians	29.20	32	7	25	5	21	1	1	1	3	0	0
Other Healthcare Practitioners & Technical Occupations	29.90	2	0	2	0	2	0	0	0	0	0	0
Healthcare Support Occupations	31	58	10	48	6	26	4	15	0	5	0	2
Nursing, Psychiatric, & Home Health Aides	31.10	26	5	21	3	8	2	8	0	4	0	1
Occupational & Physical Therapist Assistants & Aides	31.20	3	0	3	0	2	0	1	0	0	0	0
Other Healthcare Support Occupations	31.90	29	5	24	3	16	2	6	0	1	0	1
Protective Service Occupations	33	14	10	4	8	1	2	2	0	1	0	0
Fire Fighting & Prevention Workers	33.20	1	1	0	0	0	1	0	0	0	0	0
Law Enforcement Workers	33.30	2	2	0	2	0	0	0	0	0	0	0
Other Protective Service Workers	33.90	11	7	4	6	1	1	2	0	1	0	0
Food Preparation & Serving Related Occupations	35	106	65	41	46	30	8	5	11	5	0	1
Supervisors of Food Preparation & Serving Workers	35.10	20	18	2	12	2	1	0	5	0	0	0
Cooks & Food Preparation Workers	35.20	27	20	7	13	5	4	2	3	0	0	0
Food & Beverage Serving Workers	35.30	34	15	19	14	15	1	1	0	3	0	0
Other Food Preparation & Serving Related Workers	35.90	25	12	13	7	8	2	2	3	2	0	1
Building & Grounds Cleaning & Maintenance Occupations	37	88	74	14	65	11	3	0	6	3	0	0
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	1	1	0	1	0	0	0	0	0	0	0
Building Cleaning & Pest Control Workers	37.20	12	10	2	7	0	3	0	0	2	0	0
Grounds Maintenance Workers	37.30	75	63	12	57	11	0	0	6	1	0	0
Personal Care & Service Occupations	39	19	6	13	4	10	1	3	1	0	0	0
Animal Care & Service Workers	39.20	2	2	0	2	0	0	0	0	0	0	0
Entertainment Attendants & Related Workers	39.30	1	0	1	0	1	0	0	0	0	0	0
Personal Appearance Workers	39.50	4	0	4	0	4	0	0	0	0	0	0
Transportation, Tourism, & Lodging Attendants	39.60	1	1	0	0	0	0	0	1	0	0	0
Other Personal Care & Service Workers	39.90	10	3	7	2	4	1	3	0	0	0	0

Characteristics of Job Seekers

Middlesex County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sales & Related Occupations	41	123	58	65	48	52	6	8	3	4	1	1
Supervisors of Sales Workers	41.10	8	1	7	1	6	0	0	0	1	0	0
Retail Sales Workers	41.20	49	19	30	16	22	2	5	0	2	1	1
Sales Representatives, Services	41.30	38	23	15	18	14	3	1	2	0	0	0
Sales Representatives, Wholesale & Manufacturing	41.40	17	9	8	7	7	1	0	1	1	0	0
Other Sales & Related Workers	41.90	11	6	5	6	3	0	2	0	0	0	0
Office & Administrative Support Occupations	43	222	54	168	39	140	9	12	6	13	0	3
Supervisors of Office & Administrative Support Workers	43.10	1	0	1	0	1	0	0	0	0	0	0
Financial Clerks	43.30	28	1	27	1	25	0	0	0	1	0	1
Information & Record Clerks	43.40	75	18	57	14	44	2	7	2	5	0	1
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	35	24	11	14	9	7	2	3	0	0	0
Secretaries & Administrative Assistants	43.60	35	0	35	0	29	0	1	0	5	0	0
Other Office & Administrative Support Workers	43.90	48	11	37	10	32	0	2	1	2	0	1
Farming, Fishing, & Forestry Occupations	45	6	3	3	2	3	1	0	0	0	0	0
Agricultural Workers	45.20	5	2	3	1	3	1	0	0	0	0	0
Fishing & Hunting Workers	45.30	1	1	0	1	0	0	0	0	0	0	0
Construction & Extraction Occupations	47	258	250	8	225	6	11	0	12	1	2	1
Supervisors of Construction & Extraction Workers	47.10	1	1	0	1	0	0	0	0	0	0	0
Construction Trades Workers	47.20	215	209	6	189	4	9	0	10	1	1	1
Helpers, Construction Trades	47.30	3	2	1	2	1	0	0	0	0	0	0
Other Construction & Related Workers	47.40	38	37	1	32	1	2	0	2	0	1	0
Extraction Workers	47.50	1	1	0	1	0	0	0	0	0	0	0
Installation, Maintenance, & Repair Occupations	49	72	69	3	55	3	7	0	6	0	1	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	7	7	0	7	0	0	0	0	0	0	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	16	16	0	13	0	1	0	2	0	0	0
Other Installation, Maintenance & Repair Occupations	49.90	49	46	3	35	3	6	0	4	0	1	0
Production Occupations	51	115	98	17	75	14	9	2	7	0	7	1
Supervisors of Production Workers	51.10	6	6	0	6	0	0	0	0	0	0	0
Assemblers & Fabricators	51.20	14	9	5	6	4	3	0	0	0	0	1
Food Processing Workers	51.30	4	2	2	1	2	1	0	0	0	0	0
Metal Workers & Plastic Workers	51.40	48	43	5	30	3	2	2	5	0	6	0
Printing Workers	51.50	7	7	0	7	0	0	0	0	0	0	0
Textile, Apparel, & Furnishings Workers	51.60	2	0	2	0	2	0	0	0	0	0	0
Woodworkers	51.70	5	5	0	5	0	0	0	0	0	0	0
Plant & System Operators	51.80	5	5	0	5	0	0	0	0	0	0	0
Other Production Occupations	51.90	24	21	3	15	3	3	0	2	0	1	0

Characteristics of Job Seekers

Middlesex County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Transportation & Material Moving Occupations	53	152	113	39	87	29	18	3	8	4	0	3
Air Transportation Workers	53.20	2	1	1	1	1	0	0	0	0	0	0
Motor Vehicle Operators	53.30	68	46	22	33	17	9	3	4	2	0	0
Rail Transportation Workers	53.40	1	1	0	1	0	0	0	0	0	0	0
Water Transportation Workers	53.50	6	6	0	6	0	0	0	0	0	0	0
Other Transportation Workers	53.60	12	10	2	5	2	5	0	0	0	0	0
Material Moving Workers	53.70	62	49	13	41	8	4	0	4	2	0	3
Military Specific Occupations	55	3	3	0	2	0	0	0	0	0	1	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	3	3	0	2	0	0	0	0	0	1	0
Unknown/Unclassifiable Occupations	99	198	108	90	73	59	18	18	15	11	2	2
Unknown/Unclassifiable Occupations	99.90	198	108	90	73	59	18	18	15	11	2	2

Characteristics of Job Seekers

New Haven County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total - All Occupations	00	22,853	12,178	10,662	5,499	3,833	3,443	2,967	2,891	269	198	
Management Occupations	11	1,248	639	609	434	340	110	76	118	19	11	
Top Executives	11.10	78	56	22	35	12	13	7	2	1	1	
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	186	113	73	88	53	11	9	10	4	1	
Operations Specialties Managers	11.30	345	135	210	93	113	21	48	13	46	3	
Other Management Occupations	11.90	639	335	304	218	162	65	76	46	60	6	
Business & Financial Operations Occupations	13	523	245	278	146	177	60	27	41	12	6	
Business Operations Specialists	13.10	229	121	108	75	67	29	20	15	20	1	
Financial Specialists	13.20	294	124	170	71	110	31	34	12	21	5	
Computer & Mathematical Occupations	15	396	301	94	183	55	47	26	50	7	6	
Computer Specialists	15.10	388	296	91	179	55	47	23	50	7	6	
Mathematical Scientists	15.20	7	4	3	4	0	0	3	0	0	0	
Other Computer & Mathematical Occupations	15.90	1	1	0	0	0	0	0	0	0	0	
Architecture & Engineering Occupations	17	388	324	64	186	29	48	12	71	20	3	
Architects, Surveyors, & Cartographers	17.10	20	19	1	11	1	1	0	7	0	0	
Engineers	17.20	148	124	24	87	18	13	4	14	1	1	
Drafters, Engineering, & Mapping Technicians	17.30	220	181	39	88	10	34	8	50	19	2	
Life, Physical, & Social Science Occupations	19	175	98	77	52	34	11	21	14	21	12	
Life Scientists	19.10	38	20	18	13	7	1	1	2	1	4	
Physical Scientists	19.20	27	22	5	11	3	1	2	0	10	0	
Social Scientists & Related Workers	19.30	23	12	11	6	6	4	2	2	3	0	
Life, Physical, & Social Science Technicians	19.40	87	44	43	22	18	5	16	10	6	7	
Community & Social Services Occupations	21	417	116	300	28	87	67	150	21	58	0	
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	410	114	295	27	87	66	148	21	55	0	
Religious Workers	21.20	7	2	5	1	0	1	2	0	3	0	
Legal Occupations	23	64	13	51	7	37	5	8	1	5	1	
Lawyers, Judges, & Related Workers	23.10	22	8	14	4	10	4	3	0	0	1	
Legal Support Workers	23.20	42	5	37	3	27	1	5	1	5	0	
Education, Training, & Library Occupations	25	316	81	235	37	106	32	78	9	44	7	
Postsecondary Teachers	25.10	51	21	30	10	14	6	9	4	7	1	
Primary, Secondary & Special Education Teachers	25.20	56	11	45	3	22	6	16	2	6	0	
Other Teachers & Instructors	25.30	87	25	62	17	36	5	19	2	4	3	
Librarians, Curators, & Archivists	25.40	14	5	9	3	4	1	0	1	4	1	
Other Education, Training, & Library Occupations	25.90	108	19	89	4	30	14	34	0	23	2	

Characteristics of Job Seekers

New Haven County

Occupation	SOC Code	Total Job Seekers	Total Male	Total Female	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Other Male	Other Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	251	144	107	97	78	27	17	17	11	3	1
Art & Design Workers	27.10	110	57	53	37	40	10	6	7	6	3	1
Entertainers & Performers, Sports & Related Workers	27.20	55	36	19	26	11	6	6	4	2	0	0
Media & Communication Workers	27.30	61	34	27	25	20	8	4	1	3	0	0
Media & Communication Equipment Workers	27.40	25	17	8	9	7	3	1	5	0	0	0
Healthcare Practitioners & Technical Occupations	29	585	94	490	40	221	29	173	20	86	5	10
Health Diagnosing & Treating Practitioners	29.10	191	32	159	13	79	7	46	9	32	3	2
Health Technologists & Technicians	29.20	343	52	290	21	133	20	103	9	46	2	8
Other Healthcare Practitioners & Technical Occupations	29.90	51	10	41	6	9	2	24	2	8	0	0
Healthcare Support Occupations	31	1,506	148	1,356	35	252	73	748	35	346	5	10
Nursing, Psychiatric, & Home Health Aides	31.10	1,046	84	960	13	154	48	584	19	218	4	4
Occupational & Physical Therapist Assistants & Aides	31.20	19	9	10	4	3	2	1	3	5	0	1
Other Healthcare Support Occupations	31.90	439	55	384	18	95	23	163	13	121	1	5
Protective Service Occupations	33	258	186	72	65	13	77	38	35	21	9	0
First-Line Supervisors/Mgrs. of Protective Service Workers	33.10	4	3	1	1	0	2	0	0	1	0	0
Fire Fighting & Prevention Workers	33.20	6	6	0	4	0	2	0	0	0	0	0
Law Enforcement Workers	33.30	32	24	8	13	0	6	4	3	4	2	0
Other Protective Service Workers	33.90	216	153	63	47	13	67	34	32	16	7	0
Food Preparation & Serving Related Occupations	35	1,137	610	526	178	217	295	206	130	95	7	8
Supervisors of Food Preparation & Serving Workers	35.10	101	78	23	37	10	26	8	14	3	1	2
Cooks & Food Preparation Workers	35.20	455	293	162	82	53	147	79	60	29	4	1
Food & Beverage Serving Workers	35.30	335	97	237	31	116	39	70	25	47	2	4
Other Food Preparation & Serving Related Workers	35.90	246	142	104	28	38	83	49	31	16	0	1
Building & Grounds Cleaning & Maintenance Occupations	37	721	569	151	271	41	99	46	194	61	5	3
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	16	12	4	2	3	4	0	5	1	1	0
Building Cleaning & Pest Control Workers	37.20	239	123	116	30	19	54	45	37	50	2	2
Grounds Maintenance Workers	37.30	465	434	30	239	19	41	1	152	9	2	1
Personal Care & Service Occupations	39	485	82	403	25	107	34	172	21	119	2	5
Supervisors of Personal Care & Service Workers	39.10	4	1	3	1	2	0	0	0	1	0	0
Animal Care & Service Workers	39.20	5	0	5	0	5	0	0	0	0	0	0
Entertainment Attendants & Related Workers	39.30	14	7	7	4	2	2	2	1	3	0	0
Funeral Service Workers	39.40	4	2	2	1	0	0	1	1	1	0	0
Personal Appearance Workers	39.50	60	11	49	2	27	3	9	6	13	0	0
Transportation, Tourism, & Lodging Attendants	39.60	10	4	6	2	1	2	3	0	2	0	0
Other Personal Care & Service Workers	39.90	385	56	329	14	69	27	157	13	98	2	5

Characteristics of Job Seekers

New Haven County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sales & Related Occupations	41	1,515	636	878	330	287	167	312	125	267	14	12
Supervisors of Sales Workers	41.10	85	35	50	16	25	12	10	6	15	1	0
Retail Sales Workers	41.20	948	289	658	98	165	109	269	73	213	9	11
Sales Representatives, Services	41.30	251	170	81	119	53	24	12	24	16	3	0
Sales Representatives, Wholesale & Manufacturing	41.40	93	65	28	47	17	9	4	9	6	0	1
Other Sales & Related Workers	41.90	138	77	61	50	27	13	17	13	17	1	0
Office & Administrative Support Occupations	43	2,873	937	1,935	324	903	347	584	243	413	23	35
Supervisors of Office & Administrative Support Workers	43.10	34	6	28	1	14	2	7	3	5	0	2
Communications Equipment Operators	43.20	8	1	7	0	2	1	4	0	1	0	0
Financial Clerks	43.30	222	44	178	17	113	13	34	8	27	6	4
Information & Record Clerks	43.40	1,119	271	848	111	323	88	322	65	190	7	13
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	701	534	167	153	54	230	55	142	55	9	3
Secretaries & Administrative Assistants	43.60	370	18	352	12	195	2	78	4	72	0	7
Other Office & Administrative Support Workers	43.90	419	63	355	30	202	11	84	21	63	1	6
Farming, Fishing, & Forestry Occupations	45	36	26	10	11	5	2	0	13	5	0	0
Supervisors of Farming, Fishing, & Forestry Workers	45.10	1	1	0	1	0	0	0	0	0	0	0
Agricultural Workers	45.20	33	23	10	10	5	2	0	11	5	0	0
Fishing & Hunting Workers	45.30	1	1	0	0	0	0	0	1	0	0	0
Forest, Conservation, & Logging Workers	45.40	1	1	0	0	0	0	0	1	0	0	0
Construction & Extraction Occupations	47	2,137	2,030	107	1,178	35	372	31	463	41	17	0
Supervisors of Construction & Extraction Workers	47.10	12	11	1	9	0	1	0	0	1	1	0
Construction Trades Workers	47.20	1,661	1,589	72	922	25	282	20	371	27	14	0
Helpers, Construction Trades	47.30	90	85	5	31	1	25	2	28	2	1	0
Other Construction & Related Workers	47.40	355	330	25	207	7	62	8	60	10	1	0
Extraction Workers	47.50	19	15	4	9	2	2	1	4	1	0	0
Installation, Maintenance, & Repair Occupations	49	726	691	34	344	10	140	9	204	15	3	0
Supervisors of Installation, Maintenance, & Repair Workers	49.10	4	4	0	3	0	1	0	0	0	0	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	65	60	4	36	2	11	1	13	1	0	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	192	184	8	109	3	25	2	50	3	0	0
Other Installation, Maintenance & Repair Occupations	49.90	465	443	22	196	5	103	6	141	11	3	0

Characteristics of Job Seekers

New Haven County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Production Occupations	51	1,693	1,078	612	429	145	280	114	340	331	29	22
Supervisors of Production Workers	51.10	31	25	6	16	2	1	3	8	1	0	0
Assemblers & Fabricators	51.20	375	134	241	51	48	37	38	42	148	4	7
Food Processing Workers	51.30	87	54	33	17	12	25	12	11	9	1	0
Metal Workers & Plastic Workers	51.40	562	468	94	210	22	92	17	150	51	16	4
Printing Workers	51.50	32	24	8	9	3	5	1	8	3	2	1
Textile, Apparel, & Furnishings Workers	51.60	53	23	29	5	6	7	7	11	15	0	1
Woodworkers	51.70	33	31	2	18	0	9	0	4	2	0	0
Plant & System Operators	51.80	16	13	3	4	0	3	0	6	3	0	0
Other Production Occupations	51.90	504	306	196	99	52	101	36	100	99	6	9
Transportation & Material Moving Occupations	53	2,574	1,757	817	615	255	610	198	499	354	33	10
Supervisors of Transportation & Material Moving Workers	53.10	16	13	3	5	2	4	0	3	1	1	0
Air Transportation Workers	53.20	5	2	3	0	3	0	0	2	0	0	0
Motor Vehicle Operators	53.30	1,223	787	436	304	165	260	104	204	160	19	7
Rail Transportation Workers	53.40	11	9	2	4	0	3	2	2	0	0	0
Water Transportation Workers	53.50	5	4	1	2	1	0	0	2	0	0	0
Other Transportation Workers	53.60	216	166	50	63	21	60	20	39	9	4	0
Material Moving Workers	53.70	1,093	774	319	236	62	282	71	247	183	9	3
Military Specific Occupations	55	23	17	6	8	3	2	0	7	3	0	0
Military Officer Special & Tactical Operations Leaders/Mgrs.	55.10	4	3	1	2	1	1	0	0	0	0	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	17	13	4	5	1	1	0	7	3	0	0
Unknown/Unclassifiable Occupations	99	2,806	1,356	1,450	476	396	509	603	352	420	19	31
Unknown/Unclassifiable Occupations	99.90	2,806	1,356	1,450	476	396	509	603	352	420	19	31

Characteristics of Job Seekers

New London County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total - All Occupations	00	7,429	3,995	3,430	2,710	2,180	592	495	565	653	128	102
Management Occupations	11	434	202	231	164	180	17	24	14	22	7	5
Top Executives	11.10	32	22	10	20	8	2	1	0	0	0	1
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	57	27	30	22	26	2	3	1	1	2	0
Operations Specialties Managers	11.30	90	41	48	30	34	5	6	4	6	2	2
Other Management Occupations	11.90	255	112	143	92	112	8	14	9	15	3	2
Business & Financial Operations Occupations	13	133	67	66	49	51	7	8	5	4	6	3
Business Operations Specialists	13.10	71	37	34	23	26	7	4	4	3	3	1
Financial Specialists	13.20	62	30	32	26	25	0	4	1	1	3	2
Computer & Mathematical Occupations	15	104	83	21	69	15	1	4	9	1	4	1
Computer Specialists	15.10	99	80	19	66	13	1	4	9	1	4	1
Mathematical Scientists	15.20	5	3	2	3	2	0	0	0	0	0	0
Architecture & Engineering Occupations	17	203	166	37	117	28	23	1	21	7	5	1
Architects, Surveyors, & Cartographers	17.10	5	4	1	2	1	2	0	0	0	0	0
Engineers	17.20	59	50	9	37	7	5	1	6	1	2	0
Drafters, Engineering, & Mapping Technicians	17.30	139	112	27	78	20	16	0	15	6	3	1
Life, Physical, & Social Science Occupations	19	57	38	19	28	14	3	1	5	3	2	1
Life Scientists	19.10	22	16	6	13	5	1	0	1	0	1	1
Physical Scientists	19.20	6	3	3	1	2	0	0	1	1	1	0
Social Scientists & Related Workers	19.30	3	1	2	1	2	0	0	0	0	0	0
Life, Physical, & Social Science Technicians	19.40	26	18	8	13	5	2	1	3	2	0	0
Community & Social Services Occupations	21	116	36	80	25	38	9	26	1	16	1	0
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	115	35	80	24	38	9	26	1	16	1	0
Religious Workers	21.20	1	1	0	1	0	0	0	0	0	0	0
Legal Occupations	23	21	5	16	4	13	0	1	1	1	0	1
Lawyers, Judges, & Related Workers	23.10	4	1	3	0	1	0	0	1	1	0	1
Legal Support Workers	23.20	17	4	13	4	12	0	1	0	0	0	0
Education, Training, & Library Occupations	25	124	31	93	26	65	2	8	3	17	0	3
Postsecondary Teachers	25.10	18	5	13	5	9	0	1	0	3	0	0
Primary, Secondary & Special Education Teachers	25.20	28	8	20	8	18	0	0	0	1	0	1
Other Teachers & Instructors	25.30	24	5	19	5	15	0	0	0	2	0	2
Librarians, Curators, & Archivists	25.40	8	4	4	3	2	0	0	1	2	0	0
Other Education, Training, & Library Occupations	25.90	46	9	37	5	21	2	7	2	9	0	0

Characteristics of Job Seekers

New London County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	107	61	46	50	39	2	4	8	2	1	1
Art & Design Workers	27.10	52	26	26	21	24	0	1	4	1	1	0
Entertainers & Performers, Sports & Related Workers	27.20	22	15	7	12	5	1	1	2	1	0	0
Media & Communication Workers	27.30	20	12	8	11	6	0	1	1	0	0	1
Media & Communication Equipment Workers	27.40	13	8	5	6	4	1	1	1	0	0	0
Healthcare Practitioners & Technical Occupations	29	150	23	127	18	90	1	14	4	20	0	3
Health Diagnosing & Treating Practitioners	29.10	50	7	43	7	34	0	3	0	5	0	1
Health Technologists & Technicians	29.20	94	13	81	9	54	1	11	3	14	0	2
Other Healthcare Practitioners & Technical Occupations	29.90	6	3	3	2	2	0	0	1	1	0	0
Healthcare Support Occupations	31	385	34	351	16	183	11	84	7	76	0	8
Nursing, Psychiatric, & Home Health Aides	31.10	229	16	213	9	92	6	66	1	52	0	3
Occupational & Physical Therapist Assistants & Aides	31.20	9	3	6	2	5	0	1	1	0	0	0
Other Healthcare Support Occupations	31.90	147	15	132	5	86	5	17	5	24	0	5
Protective Service Occupations	33	72	54	18	33	8	8	4	13	3	0	3
Fire Fighting & Prevention Workers	33.20	3	3	0	3	0	0	0	0	0	0	0
Law Enforcement Workers	33.30	18	15	3	11	2	0	0	4	1	0	0
Other Protective Service Workers	33.90	51	36	15	19	6	8	4	9	2	0	3
Food Preparation & Serving Related Occupations	35	532	244	288	137	198	61	29	35	52	11	9
Supervisors of Food Preparation & Serving Workers	35.10	53	39	14	31	11	5	2	2	1	1	0
Cooks & Food Preparation Workers	35.20	163	108	55	50	35	34	5	23	14	1	1
Food & Beverage Serving Workers	35.30	226	54	172	34	124	10	15	5	27	5	6
Other Food Preparation & Serving Related Workers	35.90	90	43	47	22	28	12	7	5	10	4	2
Building & Grounds Cleaning & Maintenance Occupations	37	301	216	85	154	37	25	10	34	38	3	0
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	15	11	4	6	2	1	1	4	1	0	0
Building Cleaning & Pest Control Workers	37.20	123	56	67	28	21	16	9	12	37	0	0
Grounds Maintenance Workers	37.30	163	149	14	120	14	8	0	18	0	3	0
Personal Care & Service Occupations	39	195	57	138	18	72	14	25	18	33	7	8
Supervisors of Personal Care & Service Workers	39.10	4	2	2	1	2	0	0	1	0	0	0
Animal Care & Service Workers	39.20	5	1	4	1	3	0	0	0	0	0	1
Entertainment Attendants & Related Workers	39.30	52	24	28	9	13	3	6	7	5	5	4
Personal Appearance Workers	39.50	27	8	19	2	10	1	4	4	3	1	2
Transportation, Tourism, & Lodging Attendants	39.60	6	4	2	1	1	1	0	1	1	1	0
Other Personal Care & Service Workers	39.90	101	18	83	4	43	9	15	5	24	0	1

Characteristics of Job Seekers

New London County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sales & Related Occupations	41	480	185	294	120	182	34	39	21	65	10	8
Supervisors of Sales Workers	41.10	26	12	14	9	11	2	1	1	1	0	1
Retail Sales Workers	41.20	311	88	222	49	129	17	34	15	53	7	6
Sales Representatives, Services	41.30	68	36	32	27	23	7	2	2	6	0	1
Sales Representatives, Wholesale & Manufacturing	41.40	29	22	7	14	6	4	0	2	1	2	0
Other Sales & Related Workers	41.90	46	27	19	21	13	4	2	1	4	1	0
Office & Administrative Support Occupations	43	783	193	590	112	425	45	60	31	86	5	19
Supervisors of Office & Administrative Support Workers	43.10	6	1	5	0	4	0	0	1	0	0	1
Communications Equipment Operators	43.20	2	0	2	0	0	0	0	0	2	0	0
Financial Clerks	43.30	62	11	51	6	40	2	4	2	6	1	1
Information & Record Clerks	43.40	332	71	261	44	173	16	37	9	46	2	5
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	116	81	35	38	26	25	2	16	6	2	1
Secretaries & Administrative Assistants	43.60	125	7	118	6	91	0	9	1	15	0	3
Other Office & Administrative Support Workers	43.90	140	22	118	18	91	2	8	2	11	0	8
Farming, Fishing, & Forestry Occupations	45	21	17	4	11	3	1	1	5	0	0	0
Agricultural Workers	45.20	12	8	4	4	3	1	1	3	0	0	0
Fishing & Hunting Workers	45.30	4	4	0	3	0	0	0	1	0	0	0
Forest, Conservation, & Logging Workers	45.40	5	5	0	4	0	0	0	1	0	0	0
Construction & Extraction Occupations	47	710	681	29	541	24	65	2	60	3	15	0
Supervisors of Construction & Extraction Workers	47.10	10	10	0	7	0	2	0	1	0	0	0
Construction Trades Workers	47.20	579	553	26	438	22	53	1	50	3	12	0
Helpers, Construction Trades	47.30	47	45	2	32	1	6	1	6	0	1	0
Other Construction & Related Workers	47.40	73	72	1	63	1	4	0	3	0	2	0
Extraction Workers	47.50	1	1	0	1	0	0	0	0	0	0	0
Installation, Maintenance, & Repair Occupations	49	237	225	12	172	8	20	0	29	3	4	1
Supervisors of Installation, Maintenance, & Repair Workers	49.10	3	3	0	3	0	0	0	0	0	0	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	22	22	0	14	0	5	0	3	0	0	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	69	67	2	54	2	2	0	10	0	1	0
Other Installation, Maintenance & Repair Occupations	49.90	143	133	10	101	6	13	0	16	3	3	1

Characteristics of Job Seekers

New London County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Production Occupations	51	407	323	82	214	42	34	8	63	30	12	2
Supervisors of Production Workers	51.10	10	9	1	7	1	0	0	2	0	0	0
Assemblers & Fabricators	51.20	52	29	23	13	7	5	0	9	14	2	2
Food Processing Workers	51.30	15	8	7	6	5	1	1	1	1	0	0
Metal Workers & Plastic Workers	51.40	188	164	22	117	12	14	2	28	8	5	0
Printing Workers	51.50	4	3	1	3	1	0	0	0	0	0	0
Textile, Apparel, & Furnishings Workers	51.60	16	8	8	1	7	3	1	1	0	3	0
Woodworkers	51.70	7	7	0	6	0	1	0	0	0	0	0
Plant & System Operators	51.80	16	16	0	11	0	1	0	3	0	1	0
Other Production Occupations	51.90	99	79	20	50	9	9	4	19	7	1	0
Transportation & Material Moving Occupations	53	601	436	165	280	117	64	15	82	30	10	3
Supervisors of Transportation & Material Moving Workers	53.10	2	1	1	1	0	0	0	0	1	0	0
Air Transportation Workers	53.20	2	2	0	1	0	1	0	0	0	0	0
Motor Vehicle Operators	53.30	298	186	112	114	86	25	8	39	16	8	2
Water Transportation Workers	53.50	10	10	0	8	0	2	0	0	0	0	0
Other Transportation Workers	53.60	57	39	18	28	11	7	3	4	4	0	0
Material Moving Workers	53.70	230	196	34	126	20	29	4	39	9	2	1
Military Specific Occupations	55	14	13	1	8	1	1	0	2	0	2	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	14	13	1	8	1	1	0	2	0	2	0
Unknown/Unclassifiable Occupations	99	1,242	605	637	344	347	144	127	94	141	23	22
Unknown/Unclassifiable Occupations	99.90	1,242	605	637	344	347	144	127	94	141	23	22

Characteristics of Job Seekers

Tolland County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total - All Occupations	00	2,095	1,221	874	1,048	740	68	56	79	59	26	19
Management Occupations	11	172	93	79	80	74	7	1	5	4	1	0
Top Executives	11.10	11	8	3	7	3	1	0	0	0	0	0
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	24	11	13	10	12	0	0	1	1	0	0
Operations Specialties Managers	11.30	48	17	31	14	29	2	1	1	1	0	0
Other Management Occupations	11.90	89	57	32	49	30	4	0	3	2	1	0
Business & Financial Operations Occupations	13	66	31	35	26	31	5	2	0	2	0	0
Business Operations Specialists	13.10	33	20	13	16	12	4	1	0	0	0	0
Financial Specialists	13.20	33	11	22	10	19	1	1	0	2	0	0
Computer & Mathematical Occupations	15	57	36	21	32	19	4	0	0	1	0	1
Computer Specialists	15.10	55	36	19	32	17	4	0	0	1	0	1
Mathematical Scientists	15.20	2	0	2	0	2	0	0	0	0	0	0
Architecture & Engineering Occupations	17	59	52	7	41	7	3	0	6	0	2	0
Architects, Surveyors, & Cartographers	17.10	7	5	2	3	2	0	0	1	0	1	0
Engineers	17.20	25	22	3	20	3	0	0	1	0	1	0
Drafters, Engineering, & Mapping Technicians	17.30	27	25	2	18	2	3	0	4	0	0	0
Life, Physical, & Social Science Occupations	19	13	8	5	7	5	0	0	1	0	0	0
Physical Scientists	19.20	3	2	1	2	1	0	0	0	0	0	0
Social Scientists & Related Workers	19.30	2	0	2	0	2	0	0	0	0	0	0
Life, Physical, & Social Science Technicians	19.40	8	6	2	5	2	0	0	1	0	0	0
Community & Social Services Occupations	21	28	2	26	0	21	2	1	0	4	0	0
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	28	2	26	0	21	2	1	0	4	0	0
Legal Occupations	23	4	2	2	1	2	0	0	1	0	0	0
Lawyers, Judges, & Related Workers	23.10	1	1	0	1	0	0	0	0	0	0	0
Legal Support Workers	23.20	3	1	2	0	2	0	0	1	0	0	0
Education, Training, & Library Occupations	25	32	12	20	10	17	1	1	1	2	0	0
Postsecondary Teachers	25.10	3	1	2	1	2	0	0	0	0	0	0
Primary, Secondary & Special Education Teachers	25.20	6	2	4	1	3	1	0	0	1	0	0
Other Teachers & Instructors	25.30	8	4	4	4	4	0	0	0	0	0	0
Librarians, Curators, & Archivists	25.40	3	0	3	0	3	0	0	0	0	0	0
Other Education, Training, & Library Occupations	25.90	12	5	7	4	5	0	1	1	1	0	0
Arts, Design, Entertainment, Sports, & Media Occupations	27	18	7	11	7	10	0	0	0	1	0	0
Art & Design Workers	27.10	9	2	7	2	7	0	0	0	0	0	0
Entertainers & Performers, Sports & Related Workers	27.20	3	2	1	2	0	0	0	0	1	0	0
Media & Communication Workers	27.30	3	1	2	1	2	0	0	0	0	0	0
Media & Communication Equipment Workers	27.40	3	2	1	2	1	0	0	0	0	0	0

Characteristics of Job Seekers

Tolland County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Healthcare Practitioners & Technical Occupations	29	47	6	41	6	38	0	0	0	2	0	1
Health Diagnosing & Treating Practitioners	29.10	21	3	18	3	15	0	0	0	2	0	1
Health Technologists & Technicians	29.20	22	2	20	2	20	0	0	0	0	0	0
Other Healthcare Practitioners & Technical Occupations	29.90	4	1	3	1	3	0	0	0	0	0	0
Healthcare Support Occupations	31	65	3	62	3	46	0	11	0	5	0	0
Nursing, Psychiatric, & Home Health Aides	31.10	34	1	33	1	21	0	9	0	3	0	0
Occupational & Physical Therapist Assistants & Aides	31.20	3	1	2	1	2	0	0	0	0	0	0
Other Healthcare Support Occupations	31.90	28	1	27	1	23	0	2	0	2	0	0
Protective Service Occupations	33	10	9	1	8	0	1	0	0	0	0	0
Law Enforcement Workers	33.30	5	4	1	3	0	1	0	0	0	0	0
Other Protective Service Workers	33.90	5	5	0	5	0	0	0	0	0	0	0
Food Preparation & Serving Related Occupations	35	112	54	58	39	51	4	2	6	2	5	3
Supervisors of Food Preparation & Serving Workers	35.10	24	16	8	13	6	0	0	1	0	2	2
Cooks & Food Preparation Workers	35.20	43	23	20	18	18	3	0	2	2	0	0
Food & Beverage Serving Workers	35.30	27	8	19	4	17	0	2	2	0	2	0
Other Food Preparation & Serving Related Workers	35.90	18	7	11	4	10	1	0	1	0	1	1
Building & Grounds Cleaning & Maintenance Occupations	37	98	84	14	75	13	1	0	8	1	0	0
Building Cleaning & Pest Control Workers	37.20	14	6	8	5	7	0	0	1	1	0	0
Grounds Maintenance Workers	37.30	84	78	6	70	6	1	0	7	0	0	0
Personal Care & Service Occupations	39	25	5	20	2	17	2	1	1	2	0	0
Entertainment Attendants & Related Workers	39.30	3	2	1	1	1	0	0	1	0	0	0
Other Personal Care & Service Workers	39.90	22	3	19	1	16	2	1	0	2	0	0
Sales & Related Occupations	41	128	55	73	49	54	0	5	3	9	3	5
Supervisors of Sales Workers	41.10	9	3	6	2	4	0	1	0	0	1	1
Retail Sales Workers	41.20	70	22	48	20	34	0	3	0	7	2	4
Sales Representatives, Services	41.30	33	19	14	17	13	0	1	2	0	0	0
Sales Representatives, Wholesale & Manufacturing	41.40	10	8	2	8	1	0	0	0	1	0	0
Other Sales & Related Workers	41.90	6	3	3	2	2	0	0	1	1	0	0
Office & Administrative Support Occupations	43	253	57	196	45	164	7	14	4	14	1	4
Supervisors of Office & Administrative Support Workers	43.10	6	2	4	2	3	0	1	0	0	0	0
Financial Clerks	43.30	22	3	19	2	19	0	0	0	0	0	0
Information & Record Clerks	43.40	81	18	63	16	48	1	9	0	4	1	2
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	34	22	12	18	9	3	1	1	2	0	0
Secretaries & Administrative Assistants	43.60	47	3	44	2	38	0	2	1	3	0	1
Other Office & Administrative Support Workers	43.90	61	8	53	4	46	2	1	2	5	0	1

Characteristics of Job Seekers

Tolland County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female		
Farming, Fishing, & Forestry Occupations	45	2	2	0	2	0	0	0	0	0	0	0
Agricultural Workers	45.20	2	2	0	2	0	0	0	0	0	0	0
Construction & Extraction Occupations	47	306	293	13	261	12	9	22	1	1	1	0
Supervisors of Construction & Extraction Workers	47.10	1	1	0	1	0	0	0	0	0	0	0
Construction Trades Workers	47.20	243	235	8	208	7	8	18	1	1	1	0
Helpers, Construction Trades	47.30	11	11	0	9	0	0	2	0	0	0	0
Other Construction & Related Workers	47.40	49	44	5	41	5	1	2	0	0	0	0
Extraction Workers	47.50	2	2	0	2	0	0	0	0	0	0	0
Installation, Maintenance, & Repair Occupations	49	82	77	5	71	4	3	1	3	0	0	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	7	6	1	5	1	0	0	1	0	0	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	22	21	1	21	1	0	0	0	0	0	0
Other Installation, Maintenance & Repair Occupations	49.90	53	50	3	45	2	3	1	2	0	0	0
Production Occupations	51	106	84	22	71	17	3	5	0	0	5	2
Supervisors of Production Workers	51.10	2	1	1	1	0	0	0	0	0	0	1
Assemblers & Fabricators	51.20	12	7	5	6	4	0	1	0	0	0	1
Food Processing Workers	51.30	4	1	3	0	2	0	1	0	0	1	0
Metal Workers & Plastic Workers	51.40	48	43	5	38	3	1	2	0	0	2	0
Printing Workers	51.50	1	1	0	1	0	0	0	0	0	0	0
Textile, Apparel, & Furnishings Workers	51.60	1	0	1	0	1	0	0	0	0	0	0
Woodworkers	51.70	5	5	0	4	0	1	0	0	0	0	0
Plant & System Operators	51.80	4	4	0	4	0	0	0	0	0	0	0
Other Production Occupations	51.90	29	22	7	17	7	1	0	2	0	2	0
Transportation & Material Moving Occupations	53	166	119	47	109	41	4	2	2	4	4	0
Motor Vehicle Operators	53.30	72	43	29	41	28	0	0	0	1	2	0
Rail Transportation Workers	53.40	1	1	0	1	0	0	0	0	0	0	0
Other Transportation Workers	53.60	21	18	3	15	2	2	1	1	0	0	0
Material Moving Workers	53.70	72	57	15	52	11	2	1	1	3	2	0
Military Specific Occupations	55	1	0	1	0	1	0	0	0	0	0	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	1	1	1	0	1	0	0	0	0	0	0
Unknown/Unclassifiable Occupations	99	245	130	115	103	96	12	11	11	5	4	3
Unknown/Unclassifiable Occupations	99.90	245	130	115	103	96	12	11	11	5	4	3

Characteristics of Job Seekers

Windham County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Total - All Occupations	00	4,970	2,638	2,331	1,832	1,540	132	98	629	663	45	30
Management Occupations	11	184	92	92	76	80	3	1	12	10	1	1
Top Executives	11.10	13	12	1	9	1	2	0	1	0	0	0
Advertising, Marketing, Promotions, Public Rel. Occupations	11.20	19	11	8	9	7	0	0	2	1	0	0
Operations Specialties Managers	11.30	50	17	33	15	27	1	0	1	5	0	1
Other Management Occupations	11.90	102	52	50	43	45	0	1	8	4	1	0
Business & Financial Operations Occupations	13	55	32	23	18	19	4	0	8	3	2	1
Business Operations Specialists	13.10	34	22	12	12	11	2	0	7	1	1	0
Financial Specialists	13.20	21	10	11	6	8	2	0	1	2	1	1
Computer & Mathematical Occupations	15	34	26	8	19	6	2	0	3	2	2	0
Computer Specialists	15.10	34	26	8	19	6	2	0	3	2	2	0
Architecture & Engineering Occupations	17	102	77	25	56	15	2	0	17	9	2	1
Architects, Surveyors, & Cartographers	17.10	10	7	3	2	0	0	0	5	3	0	0
Engineers	17.20	25	22	3	16	2	2	0	3	1	1	0
Drafters, Engineering, & Mapping Technicians	17.30	67	48	19	38	13	0	0	9	5	1	1
Life, Physical, & Social Science Occupations	19	31	16	15	13	13	0	2	3	0	0	0
Life Scientists	19.10	4	1	3	1	3	0	0	0	0	0	0
Physical Scientists	19.20	1	0	1	0	1	0	0	0	0	0	0
Social Scientists & Related Workers	19.30	8	5	3	3	2	0	1	2	0	0	0
Life, Physical, & Social Science Technicians	19.40	18	10	8	9	7	0	1	1	0	0	0
Community & Social Services Occupations	21	64	18	46	9	31	3	4	6	10	0	1
Counselors, Social Workers, Other Cmnty./Soc. Svcs. Workers	21.10	63	18	45	9	30	3	4	6	10	0	1
Religious Workers	21.20	1	0	1	0	1	0	0	0	0	0	0
Legal Occupations	23	7	1	6	0	6	0	0	1	0	0	0
Lawyers, Judges, & Related Workers	23.10	2	1	1	0	1	0	0	1	0	0	0
Legal Support Workers	23.20	5	0	5	0	5	0	0	0	0	0	0
Education, Training, & Library Occupations	25	63	16	47	11	27	0	0	3	18	2	2
Postsecondary Teachers	25.10	9	3	6	2	5	0	0	0	1	1	0
Primary, Secondary & Special Education Teachers	25.20	7	1	6	0	6	0	0	0	0	1	0
Other Teachers & Instructors	25.30	12	4	8	2	7	0	0	2	1	0	0
Librarians, Curators, & Archivists	25.40	3	2	1	2	1	0	0	0	0	0	0
Other Education, Training, & Library Occupations	25.90	32	6	26	5	8	0	0	1	16	0	2

Characteristics of Job Seekers

Windham County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Arts, Design, Entertainment, Sports, & Media Occupations	27	47	24	22	14	16	3	1	6	5	1	0
Art & Design Workers	27.10	21	11	9	7	8	0	1	3	0	1	0
Entertainers & Performers, Sports & Related Workers	27.20	12	6	6	1	3	3	0	2	3	0	0
Media & Communication Workers	27.30	9	4	5	3	3	0	0	1	2	0	0
Media & Communication Equipment Workers	27.40	5	3	2	3	2	0	0	0	0	0	0
Healthcare Practitioners & Technical Occupations	29	78	16	62	7	42	1	3	8	14	0	3
Health Diagnosing & Treating Practitioners	29.10	31	7	24	2	15	0	0	5	7	0	2
Health Technologists & Technicians	29.20	38	6	32	4	22	1	3	1	6	0	1
Other Healthcare Practitioners & Technical Occupations	29.90	9	3	6	1	5	0	0	2	1	0	0
Healthcare Support Occupations	31	235	23	212	15	138	2	14	6	59	0	1
Nursing, Psychiatric, & Home Health Aides	31.10	148	13	135	6	87	2	12	5	35	0	1
Occupational & Physical Therapist Assistants & Aides	31.20	7	3	4	3	2	0	1	0	1	0	0
Other Healthcare Support Occupations	31.90	80	7	73	6	49	0	1	1	23	0	0
Protective Service Occupations	33	41	31	10	25	6	1	1	5	3	0	0
Fire Fighting & Prevention Workers	33.20	1	1	0	1	0	0	0	0	0	0	0
Law Enforcement Workers	33.30	9	8	1	6	1	0	0	2	0	0	0
Other Protective Service Workers	33.90	31	22	9	18	5	1	1	3	3	0	0
Food Preparation & Serving Related Occupations	35	344	154	190	81	142	14	10	54	37	5	1
Supervisors of Food Preparation & Serving Workers	35.10	36	23	13	16	10	1	1	6	2	0	0
Cooks & Food Preparation Workers	35.20	144	86	58	43	36	11	4	28	17	4	1
Food & Beverage Serving Workers	35.30	92	17	75	12	61	1	2	3	12	1	0
Other Food Preparation & Serving Related Workers	35.90	72	28	44	10	35	1	3	17	6	0	0
Building & Grounds Cleaning & Maintenance Occupations	37	162	102	60	66	33	1	1	35	26	0	0
Supervisors of Bldg./Grounds Cleaning & Maintenance Workers	37.10	6	3	3	2	2	0	0	1	1	0	0
Building Cleaning & Pest Control Workers	37.20	85	36	49	19	26	0	0	17	23	0	0
Grounds Maintenance Workers	37.30	71	63	8	45	5	1	1	17	2	0	0
Personal Care & Service Occupations	39	115	23	92	9	69	1	2	13	21	0	0
Supervisors of Personal Care & Service Workers	39.10	3	2	1	1	1	0	0	1	0	0	0
Animal Care & Service Workers	39.20	4	1	3	0	3	1	0	0	0	0	0
Entertainment Attendants & Related Workers	39.30	8	4	4	3	4	0	0	1	0	0	0
Personal Appearance Workers	39.50	12	5	7	0	6	0	0	5	1	0	0
Transportation, Tourism, & Lodging Attendants	39.60	1	1	0	0	0	0	0	1	0	0	0
Other Personal Care & Service Workers	39.90	87	10	77	5	55	0	2	5	20	0	0

Characteristics of Job Seekers

Windham County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sales & Related Occupations	41	346	106	240	78	159	9	7	16	69	3	5
Supervisors of Sales Workers	41.10	13	8	5	6	4	0	0	2	1	0	0
Retail Sales Workers	41.20	257	58	199	41	126	5	6	10	63	2	4
Sales Representatives, Services	41.30	31	18	13	11	10	4	0	2	2	1	1
Sales Representatives, Wholesale & Manufacturing	41.40	18	10	8	10	7	0	0	0	1	0	0
Other Sales & Related Workers	41.90	27	12	15	10	12	0	1	2	2	0	0
Office & Administrative Support Occupations	43	545	159	386	96	277	11	16	50	91	2	2
Supervisors of Office & Administrative Support Workers	43.10	13	0	13	0	8	0	0	0	5	0	0
Communications Equipment Operators	43.20	1	0	1	0	1	0	0	0	0	0	0
Financial Clerks	43.30	61	5	56	3	40	1	4	0	12	1	0
Information & Record Clerks	43.40	174	36	138	26	96	2	7	7	35	1	0
Material Recording, Scheduling, Dispatch/Distribution Workers	43.50	166	104	62	55	41	8	4	41	17	0	0
Secretaries & Administrative Assistants	43.60	47	2	45	2	33	0	0	0	10	0	2
Other Office & Administrative Support Workers	43.90	83	12	71	10	58	0	1	2	12	0	0
Farming, Fishing, & Forestry Occupations	45	54	33	21	8	7	1	1	23	13	1	0
Agricultural Workers	45.20	50	31	19	7	5	1	1	22	13	1	0
Fishing & Hunting Workers	45.30	1	1	0	0	0	0	0	1	0	0	0
Forest, Conservation, & Logging Workers	45.40	3	1	2	1	2	0	0	0	0	0	0
Construction & Extraction Occupations	47	420	400	20	350	16	10	1	36	3	4	0
Supervisors of Construction & Extraction Workers	47.10	5	4	1	4	1	0	0	0	0	0	0
Construction Trades Workers	47.20	317	303	14	263	11	8	1	28	2	4	0
Helpers, Construction Trades	47.30	27	25	2	20	1	1	0	4	1	0	0
Other Construction & Related Workers	47.40	66	63	3	58	3	1	0	4	0	0	0
Extraction Workers	47.50	5	5	0	5	0	0	0	0	0	0	0
Installation, Maintenance, & Repair Occupations	49	166	157	9	114	4	6	0	35	5	2	0
Electrical & Electronic Equipment Mechanics, Installers	49.20	10	10	0	6	0	3	0	0	0	1	0
Vehicle & Mobile Equipment Mechanics, Installers, Repairers	49.30	53	50	3	32	2	0	0	17	1	1	0
Other Installation, Maintenance & Repair Occupations	49.90	103	97	6	76	2	3	0	18	4	0	0
Production Occupations	51	401	286	115	221	73	8	5	51	34	6	3
Supervisors of Production Workers	51.10	10	8	2	6	1	0	0	2	1	0	0
Assemblers & Fabricators	51.20	47	23	24	18	17	2	1	2	6	1	0
Food Processing Workers	51.30	25	12	13	10	7	0	1	2	2	0	3
Metal Workers & Plastic Workers	51.40	134	115	19	94	10	2	1	18	8	1	0
Printing Workers	51.50	3	2	1	2	0	0	1	0	0	0	0
Textile, Apparel, & Furnishings Workers	51.60	13	3	10	1	5	0	0	2	5	0	0
Woodworkers	51.70	13	12	1	12	1	0	0	0	0	0	0
Plant & System Operators	51.80	11	10	1	6	0	1	0	3	1	0	0
Other Production Occupations	51.90	144	100	44	71	32	3	1	22	11	4	0

Characteristics of Job Seekers

Windham County

Occupation	SOC Code	Total Job Seekers	Total		White		Black		Hispanic		Other	
			Male	Female	Male	Female	Male	Female	Male	Female		
Transportation & Material Moving Occupations	53	514	383	131	267	83	19	4	93	41	4	3
Supervisors of Transportation & Material Moving Workers	53.10	1	1	0	1	0	0	0	0	0	0	0
Motor Vehicle Operators	53.30	209	146	63	104	47	8	2	34	12	0	2
Rail Transportation Workers	53.40	1	1	0	0	0	0	0	1	0	0	0
Water Transportation Workers	53.50	2	1	1	1	1	0	0	0	0	0	0
Other Transportation Workers	53.60	40	28	12	23	8	1	0	4	4	0	0
Material Moving Workers	53.70	261	206	55	138	27	10	2	54	25	4	1
Military Specific Occupations	55	3	2	1	2	0	0	1	0	0	0	0
Military Officer Special & Tactical Operations Leaders/Mgrs.	55.10	1	1	0	1	0	0	0	0	0	0	0
Military Enlisted Tactical Operations & Air/Weapon	55.30	2	1	1	1	0	0	1	0	0	0	0
Unknown/Unclassifiable Occupations	99	959	461	498	277	278	31	24	145	190	8	6
Unknown/Unclassifiable Occupations	99.90	959	461	498	277	278	31	24	145	190	8	6

Table 314.40. Employees in degree-granting postsecondary institutions, by race/ethnicity, sex, employment status, control and level of institution, and primary occupation: Fall 2016

Staff Title/Primary Occupation	Total	Total Male	Total Female	Black, Hispanic, Asian, Pacific Islander, American Indian/Alaska Native									
				White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian/Pacific Islander			
										AIAN/NPI Male	AIAN/NPI Female		
MANAGEMENT	249,527	109,672	139,855	89,071	107,252	9,367	16,579	6,028	9,200	5,206	6,824		
		44.0%	56.0%	35.7%	43.0%	3.8%	6.6%	2.4%	3.7%	2.1%	2.7%		
PROFESSIONAL/FACULTY	1,403,567	707,027	696,540	560,574	538,658	42,018	63,598	36,905	37,762	67,530	56,522		
		50.4%	49.6%	39.9%	38.4%	3.0%	4.5%	2.6%	2.7%	4.8%	4.0%		
BUSINESS & FINANCIAL OPERATIONS	200,512	53,676	146,836	39,802	103,419	5,189	18,333	4,735	13,390	3,950	11,694		
		26.8%	73.2%	19.9%	51.6%	2.6%	9.1%	2.4%	6.7%	2.0%	5.8%		
COMPUTERS, ENGINEERING & SCIENCE	211,894	128,779	83,115	97,212	57,169	7,957	6,772	9,233	6,074	14,377	13,100		
		60.8%	39.2%	45.9%	27.0%	3.8%	3.2%	4.4%	2.9%	6.8%	6.2%		
COMMUNITY, SOCIAL SERVICE, LEGAL, ARTS, DESIGN, ENTERTAINMENT, SPORTS & MEDIA	170,068	75,749	94,319	58,468	69,628	9,290	11,345	5,304	8,538	2,687	4,808		
		44.5%	55.5%	34.4%	40.9%	5.5%	6.7%	3.1%	5.0%	1.6%	2.8%		
HEALTHCARE PRACTITIONERS & TECHNICIANS	106,563	29,668	76,895	19,852	52,420	2,770	9,467	2,323	6,076	4,723	8,932		
		27.8%	72.2%	18.6%	49.2%	2.6%	8.9%	2.2%	5.7%	4.4%	8.4%		
LIBRARIANS, CURATORS & ARCHIVISTS	40,166	11,924	28,242	9,884	22,715	700	2,344	741	1,414	599	1,769		
		29.7%	70.3%	24.6%	56.6%	1.7%	5.8%	1.8%	3.5%	1.5%	4.4%		
STUDENT AND ACADEMIC AFFAIRS AND OTHER EDUCATION SERVICES	168,127	54,105	114,022	38,892	80,786	6,849	16,389	5,318	10,785	3,046	6,062		
		32.2%	67.8%	23.1%	48.1%	4.1%	9.7%	3.2%	6.4%	1.8%	3.6%		

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Spring 2017, Human Resources component, Fall Staff section. (This table was prepared December 2017.)

Table 314.40. Employees in degree-granting postsecondary institutions, by race/ethnicity, sex, employment status, control and level of institution, and primary occupation: Fall 2016

Sex, employment status, control and level of institution, and primary occupation	Total	White	Black, Hispanic, Asian, Pacific Islander, American Indian/Alaska Native, and Two or more races									Non-resident alien ²⁾
			Total	Per-cent ¹⁾	Black	Hispanic	Asian	Pacific Islander	American Indian/Alaska Native	Two or more ethnicities	Race/ethnicity unknown	
	2	3	4	5	6	7	8	9	10	11	12	13
All institutions	3,926,580	2,597,733	977,894	27.3	376,877	280,474	245,229	8,759	20,330	46,225	156,336	194,619
Faculty (instruction/research/public service)	1,548,732	1,099,232	318,465	22.5	105,616	74,667	113,100	3,737	7,215	14,130	75,448	55,587
Instruction	1,430,390	1,037,172	292,494	22.0	101,401	69,842	97,847	3,590	6,807	13,007	70,748	30,016
Research	89,627	41,805	18,999	31.2	2,114	3,175	12,603	75	212	820	3,991	24,932
Public service	28,715	20,255	6,972	25.6	2,101	1,650	2,650	72	196	303	849	639
Graduate assistants	376,043	175,374	69,485	28.4	15,536	19,403	26,049	571	1,048	6,878	19,258	111,926
Librarians, curators, and archivists	42,036	32,599	8,108	19.9	3,044	2,155	2,049	72	247	541	1,035	294
Student and academic affairs and other education services	179,164	119,678	51,276	30.0	23,238	16,103	7,105	541	1,462	2,827	6,193	2,017
Management	259,267	196,323	55,841	22.1	25,946	15,228	10,367	372	1,291	2,637	6,015	1,088
Business and financial operations	210,577	143,221	60,126	29.6	23,522	18,125	14,093	450	1,101	2,835	5,752	1,478
Computer, engineering, and science	233,765	154,381	60,479	28.1	14,729	15,307	26,023	406	1,048	2,966	6,827	12,078
Community, social service, legal, arts, design, entertainment, sports, and media	180,609	128,096	44,596	25.8	20,635	13,842	5,921	552	1,022	2,624	6,733	1,184
Healthcare practitioners and technicians	115,891	72,272	35,552	33.0	12,237	8,339	13,098	180	377	1,261	4,790	3,277
Service occupations	245,379	129,692	104,628	44.7	54,519	36,434	8,806	690	1,807	2,372	8,818	2,241
Sales and related occupations	12,965	8,081	4,446	35.5	2,107	1,486	453	43	94	263	405	33
Office and administrative support	428,493	271,922	141,359	34.2	64,896	50,471	16,218	948	2,733	6,093	12,137	3,075
Natural resources, construction, and maintenance	74,337	54,304	17,566	24.2	7,823	6,835	1,427	144	728	609	2,249	218
Production, transportation, and material moving	19,322	12,556	5,967	32.2	3,029	2,019	520	53	157	189	676	123
Males	1,781,955	1,183,818	406,517	25.6	140,528	117,439	117,084	4,007	8,669	18,790	73,920	117,700
Faculty (instruction/research/public service)	785,157	560,574	152,873	21.4	42,018	36,905	62,288	1,834	3,408	6,420	36,938	34,772
Instruction	719,361	527,423	139,606	20.9	40,342	34,618	53,768	1,749	3,238	5,891	34,438	17,894
Research	52,255	23,520	10,118	30.1	905	1,520	7,182	30	90	391	2,106	16,511
Public service	13,541	9,631	3,149	24.6	771	767	1,338	55	80	138	394	367
Graduate assistants	196,589	85,863	32,303	27.3	6,170	8,835	13,557	276	448	3,017	9,823	68,600
Librarians, curators, and archivists	12,509	9,884	2,191	18.1	700	741	528	20	51	151	326	108
Student and academic affairs and other education services	58,163	38,892	16,106	29.3	6,849	5,318	2,378	182	486	893	2,223	942
Management	114,027	89,071	21,602	19.5	9,367	6,028	4,473	187	546	1,001	2,819	535
Business and financial operations	56,745	39,802	14,605	26.8	5,189	4,735	3,550	137	263	731	1,811	527
Computer, engineering, and science	142,122	97,212	33,344	25.5	7,957	9,233	13,459	279	639	1,777	4,190	7,376
Community, social service, legal, arts, design, entertainment, sports, and media	80,595	58,468	18,312	23.8	9,290	5,304	1,987	272	428	1,031	3,260	555
Healthcare practitioners and technicians	33,597	19,852	10,204	33.9	2,770	2,323	4,549	62	112	388	1,822	1,719
Service occupations	141,642	79,036	56,371	41.6	29,574	19,295	4,706	399	1,073	1,324	5,104	1,131
Sales and related occupations	4,525	2,800	1,568	35.9	734	546	162	12	31	83	144	13
Office and administrative support	72,019	41,286	26,679	39.3	10,863	10,217	3,724	172	417	1,286	2,905	1,149
Natural resources, construction, and maintenance	68,310	50,557	15,612	23.6	6,751	6,273	1,274	130	638	546	2,017	164
Production, transportation, and material moving	15,915	10,521	4,747	31.1	2,296	1,686	449	45	129	142	538	109
Females	2,144,625	1,413,913	571,377	28.8	236,349	163,035	128,145	4,752	11,661	27,435	82,416	76,919
Faculty (instruction/research/public service)	763,575	538,658	165,592	23.5	63,598	37,762	50,812	1,903	3,807	7,710	38,510	20,815
Instruction	711,029	509,749	152,888	23.1	61,059	35,224	44,079	1,841	3,569	7,116	36,270	12,122
Research	37,372	18,285	8,881	32.7	1,209	1,655	5,421	45	122	429	1,785	8,421

Public service	15,174	10,624	3,823	26.5	1,330	883	1,312	17	116	165	455	272
Graduate assistants	179,454	89,511	37,182	29.3	9,366	10,568	12,492	295	600	3,861	9,435	43,326
Librarians, curators, and archivists	29,527	22,715	5,917	20.7	2,344	1,414	1,521	52	196	390	709	186
Student and academic affairs and other education services	121,001	80,786	35,170	30.3	16,389	10,785	4,727	359	976	1,934	3,970	1,075
Management	145,240	107,252	34,239	24.2	16,579	9,200	5,894	185	745	1,636	3,196	553
Business and financial operations	153,830	103,419	45,521	30.6	18,333	13,390	10,543	313	838	2,104	3,941	951
Computer, engineering, and science	91,643	57,169	27,135	32.2	6,772	6,074	12,564	127	409	1,189	2,637	4,702
Community, social service, legal, arts, design, entertainment, sports, and media	100,014	69,628	26,284	27.4	11,345	8,538	3,934	280	594	1,593	3,473	629
Healthcare practitioners and technicians	82,294	52,420	25,348	32.6	9,467	6,076	8,549	118	265	873	2,968	1,558
Service occupations	103,737	50,656	48,257	48.8	24,945	17,139	4,100	291	734	1,048	3,714	1,110
Sales and related occupations	8,440	5,281	2,878	35.3	1,373	940	291	31	63	180	261	20
Office and administrative support	356,474	230,636	114,680	33.2	54,033	40,254	12,494	776	2,316	4,807	9,232	1,926
Natural resources, construction, and maintenance	5,987	3,747	1,954	34.3	1,072	562	153	14	90	63	232	54
Production, transportation, and material moving	3,407	2,035	1,220	37.5	733	333	71	8	28	47	138	14
Full-time	2,523,980	1,710,236	678,480	28.4	264,925	195,371	171,029	4,951	13,840	28,364	69,026	66,238
Faculty (instruction/research/public service)	815,760	575,294	173,461	23.2	44,553	37,513	79,497	1,152	3,548	7,198	22,366	44,639
Instruction	719,873	526,166	152,171	22.4	41,522	33,768	66,217	1,071	3,273	6,320	18,757	22,779
Research	75,620	34,708	16,428	32.1	1,831	2,629	11,091	62	158	657	3,159	21,325
Public service	20,267	14,420	4,862	25.2	1,200	1,116	2,189	19	117	221	450	535
Graduate assistants	35,832	27,936	6,903	19.8	2,538	1,854	1,767	60	206	478	747	246
Librarians, curators, and archivists	121,296	81,570	35,153	30.1	16,431	10,515	4,711	423	1,013	2,060	3,400	1,173
Student and academic affairs and other education services	252,156	190,826	54,528	22.2	25,375	14,922	10,054	363	1,256	2,558	5,756	1,046
Management	197,107	133,453	57,124	30.0	22,594	17,168	13,237	424	1,028	2,673	5,195	1,335
Business and financial operations	214,249	142,157	55,119	27.9	13,399	13,604	24,115	363	952	2,686	6,034	10,939
Community, social service, legal, arts, design, entertainment, sports, and media	146,021	103,233	37,301	26.5	17,264	11,589	5,006	445	838	2,159	4,571	916
Healthcare practitioners and technicians	94,899	58,569	29,832	33.7	10,601	7,168	10,539	142	317	1,065	4,037	2,461
Service occupations	202,931	105,068	90,159	46.2	47,039	31,524	7,616	582	1,506	1,877	5,904	1,800
Sales and related occupations	10,521	6,451	3,758	36.8	1,830	1,274	359	37	72	186	293	19
Office and administrative support	347,181	223,755	113,501	33.7	53,476	39,878	12,342	792	2,288	4,725	8,546	1,379
Natural resources, construction, and maintenance	70,156	51,583	16,618	24.4	7,346	6,567	1,334	124	688	559	1,776	179
Production, transportation, and material moving	15,871	10,341	5,023	32.7	2,479	1,780	452	44	128	140	401	106
Part-time	1,402,600	887,495	299,414	25.2	111,952	85,103	74,200	3,808	6,490	17,861	87,310	128,381
Faculty (instruction/research/public service)	732,972	523,938	145,004	21.7	61,063	37,154	33,603	2,585	3,667	6,932	53,082	10,948
Instruction	710,517	511,006	140,323	21.5	59,879	36,074	31,630	2,519	3,534	6,687	51,951	7,237
Research	14,007	7,097	2,571	26.6	283	546	1,512	13	54	163	732	3,607
Public service	8,448	5,835	2,110	26.6	901	534	461	53	79	82	399	104
Graduate assistants	376,043	175,374	69,485	28.4	15,536	19,403	26,049	571	1,048	6,878	19,258	111,926
Librarians, curators, and archivists	6,204	4,663	1,205	20.5	506	301	282	12	41	63	288	48
Student and academic affairs and other education services	57,868	38,108	16,123	29.7	6,807	5,588	2,394	118	449	767	2,793	844
Management	7,111	5,497	1,313	19.3	571	306	313	9	35	79	259	42
Business and financial operations	13,470	9,768	3,002	23.5	928	957	856	26	73	162	557	143
Computer, engineering, and science	19,516	12,224	5,360	30.5	1,330	1,703	1,908	43	96	280	793	1,139
Community, social service, legal, arts, design, entertainment, sports, and media	34,588	24,863	7,295	22.7	3,371	2,253	915	107	184	465	2,162	268
Healthcare practitioners and technicians	20,992	13,703	5,720	29.4	1,636	1,231	2,559	38	60	196	753	816
Service occupations	42,448	24,624	14,469	37.0	7,480	4,895	1,190	108	301	495	2,914	441
Sales and related occupations	2,444	1,630	688	29.7	277	212	94	6	22	77	112	14

Office and administrative support
Natural resources, construction, and maintenance .
Production, transportation, and material moving ..

81,312
4,181
3,451

48,167
2,721
2,215

27,858
948
944

36.6
25.8
29.9

11,420
477
550

10,593
268
239

3,876
93
68

156
20
9

445
40
29

1,368
50
49

3,591
473
275

1,696
39
17

	Public 4-year	Public 2-year	Private nonprofit 4-year	Faculty (instruction/research/public service)	Instruction	Research	Public service	Graduate assistants	Librarians, curators, and archivists	Student and academic affairs and other education services	Management	Business and financial operations	Computer, engineering, and science	Community, social service, legal, arts, design, entertainment, sports, and media	Healthcare practitioners and technicians	Service occupations	Sales and related occupations	Office and administrative support	Natural resources, construction, and maintenance	Production, transportation, and material moving	
	1,986,171	419,713	808,158	473,327	430,843	33,520	16,111	76,650	6,232	1,186,752	340,932	320,427	33,843	14,798	8,795	80,874	17,091	47,883	97,465	63,595	69,677
	1,277,182	246,085	274,779	327,811	303,689	21,100	10,954	45,638	4,436	808,158	255,171	242,427	14,798	5,707	35,445	13,641	34,359	75,686	44,628	44,529	
	498,737	65,960	88,023	246,085	242,427	23	4,663	27,834	1,660	274,779	88,023	77,411	7,111	2,819	15,046	2,885	10,880	18,849	16,671	19,318	
	28.1	21.1	20.5	21.1	21.0	21.5	29.9	37.9	27.2	25.4	20.5	19.5	34.3	33.1	29.8	17.5	24.1	19.9	27.2	30.3	
	179,569	27,560	105,893	27,560	26,900	5	1,516	11,179	693	105,893	27,157	25,731	924	502	3,177	1,084	5,162	8,354	6,736	4,964	
	142,641	19,476	72,329	19,476	19,237	7	1,648	11,518	677	72,329	17,942	16,140	1,149	653	3,755	633	2,771	5,023	4,663	4,343	
	139,288	12,841	76,178	12,841	12,753	8	1,106	3,204	126	76,178	36,344	29,591	5,238	1,515	6,139	879	1,900	4,100	4,042	8,710	
	3,582	1,456	2,428	1,456	1,410	0	45	233	14	2,428	845	810	25	10	95	28	153	141	130	142	
	10,616	2,085	4,015	2,085	2,044	2	143	720	102	4,015	1,483	1,431	40	12	165	55	223	272	192	254	
	23,041	2,542	13,936	2,542	2,512	1	205	980	48	13,936	4,252	3,790	335	127	1,715	206	671	959	888	905	
	71,559	13,605	52,095	13,605	13,455	1	365	2,360	108	52,095	26,265	24,936	1,185	144	5,221	432	1,958	2,537	1,854	2,201	
	138,693	2,161	51,720	2,161	2,091	2	129	818	28	51,720	18,107	7,833	10,149	125	25,162	133	686	393	442	3,629	

Community, social service, legal, arts, design, entertainment, sports, and media	63,934	49,136	11,803	19.4	5,641	3,082	1,796	187	243	854	2,556	439
Healthcare practitioners and technicians	37,721	22,028	12,222	34.7	4,119	3,212	4,124	69	85	553	1,024	1,447
Service occupations	76,434	41,819	31,325	42.8	16,326	11,293	2,363	259	386	698	2,715	575
Sales and related occupations	3,745	2,554	1,038	28.9	420	374	118	15	13	98	138	15
Office and administrative support	131,338	85,546	40,673	32.2	19,605	13,069	5,213	300	519	1,967	4,517	602
Natural resources, construction, and maintenance	18,878	13,699	4,576	25.0	2,191	1,770	347	41	97	130	554	49
Production, transportation, and material moving ..	4,790	3,156	1,470	31.8	897	379	103	23	28	40	123	41
Private nonprofit 2-year	8,761	5,503	2,995	35.2	1,672	731	204	18	194	176	253	10
Faculty (instruction/research/public service)	3,646	2,685	859	24.2	502	160	89	9	54	45	97	5
Instruction	3,618	2,677	839	23.9	501	160	89	9	37	43	97	5
Research	19	6	13	68.4	1	0	0	0	11	1	0	0
Public service	9	2	7	77.8	0	0	0	0	6	1	0	0
Graduate assistants	0	0	0	+	0	0	0	0	0	0	0	0
Librarians, curators, and archivists	116	93	21	18.4	7	6	1	0	7	0	2	0
Student and academic affairs and other education services	2,249	874	1,312	60.0	779	361	42	5	35	90	63	0
Management	865	623	194	23.7	92	56	19	1	18	8	47	1
Business and financial operations	297	198	85	30.0	30	12	19	2	15	7	14	0
Computer, engineering, and science	200	137	55	28.6	14	19	12	0	6	4	8	0
Community, social service, legal, arts, design, entertainment, sports, and media	276	197	74	27.3	39	20	2	1	7	5	5	0
Healthcare practitioners and technicians	32	24	6	20.0	2	3	1	0	0	0	2	0
Service occupations	269	158	109	40.8	66	23	6	0	16	3	2	0
Sales and related occupations	84	48	36	42.9	17	12	6	0	0	1	0	0
Office and administrative support	642	426	200	31.9	111	44	12	0	20	13	13	3
Natural resources, construction, and maintenance ..	72	31	41	56.9	12	13	0	0	16	0	0	0
Production, transportation, and material moving ..	13	9	3	25.0	1	2	0	0	0	0	0	1
Private for-profit 4-year	121,936	75,477	36,355	32.5	17,493	9,449	5,728	382	602	2,701	9,976	128
Faculty (instruction/research/public service)	76,916	48,444	20,682	29.9	11,181	4,107	3,542	199	385	1,268	7,725	65
Instruction	76,773	48,375	20,610	29.9	11,170	4,070	3,524	199	384	1,263	7,723	65
Research	51	38	13	25.5	3	2	8	0	0	0	0	0
Public service	92	31	59	65.6	8	35	10	0	1	5	2	0
Graduate assistants	371	260	77	22.8	25	26	14	2	0	10	14	20
Librarians, curators, and archivists	813	559	213	27.6	88	58	43	0	1	23	34	7
Student and academic affairs and other education services	11,845	6,871	4,338	38.7	2,040	1,158	488	58	48	546	632	4
Management	8,388	5,983	2,057	25.6	830	616	359	26	22	204	345	3
Business and financial operations	3,980	2,656	1,169	30.6	392	360	275	18	21	103	155	0
Computer, engineering, and science	1,679	1,068	540	33.6	127	188	168	5	14	38	69	2
Community, social service, legal, arts, design, entertainment, sports, and media	4,370	2,655	1,453	35.4	622	493	144	19	20	155	261	1
Healthcare practitioners and technicians	149	102	39	27.7	7	7	21	1	2	1	8	0
Service occupations	1,573	636	785	55.2	316	381	45	7	8	28	152	0
Sales and related occupations	2,896	1,427	1,362	48.8	758	402	116	10	22	54	105	2
Office and administrative support	8,326	4,533	3,340	58.1	1,055	1,450	488	33	54	260	429	24
Natural resources, construction, and maintenance ..	388	152	211	42.4	22	176	5	2	4	2	25	0
Production, transportation, and material moving ..	242	131	89	40.5	30	27	20	2	1	9	22	0
Private for-profit 2-year	31,828	17,698	12,545	41.5	6,325	3,742	1,198	124	168	988	1,519	66
Faculty (instruction/research/public service)	18,133	10,372	6,655	39.1	3,703	1,559	709	60	110	504	1,067	39
Instruction	18,089	10,352	6,631	39.0	3,697	1,561	706	60	110	497	1,067	39
Research	34	11	23	67.6	6	8	3	0	0	6	0	0
Public service	10	9	1	10.0	0	0	0	0	0	1	0	0

Graduate assistants	0	0	0	+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Librarians, curators, and archivists	287	190	90	32.1	40	26	16	3	1	4	6	1	0	0	0	0	0	0	0
Student and academic affairs and other education services	2,575	1,350	1,143	45.8	460	475	113	16	7	72	71	11	0	0	0	0	0	0	0
Management	3,270	2,037	1,103	35.1	558	327	112	9	14	83	130	0	0	0	0	0	0	0	0
Business and financial operations	1,045	550	471	46.1	185	173	49	2	4	58	21	3	3	0	0	0	0	0	0
Computer, engineering, and science	247	156	83	34.7	15	40	14	2	2	10	6	2	2	0	0	0	0	0	0
Community, social service, legal, arts, design, entertainment, sports, and media	821	319	425	57.1	236	119	21	3	6	40	76	1	1	0	0	0	0	0	0
Healthcare practitioners and technicians	119	60	48	44.4	30	10	4	0	0	4	11	0	0	0	0	0	0	0	0
Service occupations	620	343	260	43.1	79	129	24	4	1	23	17	0	0	0	0	0	0	0	0
Sales and related occupations	1,424	694	694	50.0	377	237	36	4	5	35	36	0	0	0	0	0	0	0	0
Office and administrative support	3,083	1,506	1,494	49.8	608	601	98	21	17	149	76	7	7	0	0	0	0	0	0
Natural resources, construction, and maintenance .	187	111	72	39.3	33	34	1	0	1	3	2	2	2	0	0	0	0	0	0
Production, transportation, and material moving ..	17	10	7	41.2	1	2	1	0	0	3	0	0	0	0	0	0	0	0	0

†Not applicable.

\1\Combined total of staff who were Black, Hispanic, Asian, Pacific Islander, American Indian/Alaska Native, and of Two or more races as a percentage of total staff, excluding race/ethnicity unknown and nonresident alien.

\2\Race/ethnicity not collected.

NOTE: Degree-granting institutions grant associate's or higher degrees and participate in Title IV federal financial aid programs. By definition, all graduate assistants are part time. Race categories exclude persons of Hispanic ethnicity.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Spring 2017, Human Resources component, Fall Staff section. (This table was prepared December 2017.)

Table 314.40. Employees in degree-granting postsecondary institutions, by race/ethnicity, sex, employment status, control and level of institution, and primary occupation: Fall 2016

Staff Title/Primary Occupation	Total	Total Male	Total Female	Black, Hispanic, Asian, Pacific Islander, American Indian/Alaska Native									
				White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian/Pacific Islander			
										AIANHPi Male	AIANHPi Female		
MANAGEMENT	249,527	109,672	139,855	89,071	107,252	9,367	16,579	6,028	9,200	5,206	6,824		
		44.0%	56.0%	35.7%	43.0%	3.8%	6.6%	2.4%	3.7%	2.1%	2.7%		
PROFESSIONAL/FACULTY	1,403,567	707,027	696,540	560,574	538,658	42,018	63,598	36,905	37,762	67,530	56,522		
		50.4%	49.6%	39.9%	38.4%	3.0%	4.5%	2.6%	2.7%	4.8%	4.0%		
BUSINESS & FINANCIAL OPERATIONS	200,512	53,676	146,836	39,802	103,419	5,189	18,333	4,735	13,390	3,950	11,694		
		26.8%	73.2%	19.9%	51.6%	2.6%	9.1%	2.4%	6.7%	2.0%	5.8%		
COMPUTERS, ENGINEERING & SCIENCE	211,894	128,779	83,115	97,212	57,169	7,957	6,772	9,233	6,074	14,377	13,100		
		60.8%	39.2%	45.9%	27.0%	3.8%	3.2%	4.4%	2.9%	6.8%	6.2%		
COMMUNITY, SOCIAL SERVICE, LEGAL, ARTS, DESIGN, ENTERTAINMENT, SPORTS & MEDIA	170,068	75,749	94,319	58,468	69,628	9,290	11,345	5,304	8,538	2,687	4,808		
		44.5%	55.5%	34.4%	40.9%	5.5%	6.7%	3.1%	5.0%	1.6%	2.8%		
HEALTHCARE PRACTITIONERS & TECHNICIANS	106,563	29,668	76,895	19,852	52,420	2,770	9,467	2,323	6,076	4,723	8,932		
		27.8%	72.2%	18.6%	49.2%	2.6%	8.9%	2.2%	5.7%	4.4%	8.4%		
LIBRARIANS, CURATORS & ARCHIVISTS	40,166	11,924	28,242	9,884	22,715	700	2,344	741	1,414	599	1,769		
		29.7%	70.3%	24.6%	56.6%	1.7%	5.8%	1.8%	3.5%	1.5%	4.4%		
STUDENT AND ACADEMIC AFFAIRS AND OTHER EDUCATION SERVICES	168,127	54,105	114,022	38,892	80,786	6,849	16,389	5,318	10,785	3,046	6,062		
		32.2%	67.8%	23.1%	48.1%	4.1%	9.7%	3.2%	6.4%	1.8%	3.6%		

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Spring 2017, Human Resources component, Fall Staff section. (This table was prepared December 2017.)

Table 315.20. Full-time faculty in degree-granting postsecondary institutions, by race/ethnicity, sex, and academic rank: Fall 2016

Academic Rank/Title	Total	Total Male	Total Female	Black, Hispanic, Asian, Pacific Islander, American Indian/Alaska Native							
				White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian/Pacific Islander	
										AIANNPI MALE	AIANNPI FEMALE
Professor	177,544	120,190	57,354	98,497	47,552	4,054	2,817	3,966	2,263	13,673	4,722
		67.7%	32.3%	55.5%	26.8%	2.3%	1.6%	2.2%	1.3%	7.7%	2.7%
Associate Professor	150,243	82,163	68,080	63,068	52,653	4,316	4,775	3,866	3,242	10,913	7,410
		54.7%	45.3%	42.0%	35.0%	2.9%	3.2%	2.6%	2.2%	7.3%	4.9%
Assistant Professor	155,745	74,065	81,680	54,980	60,572	4,211	6,932	3,960	4,178	10,914	9,998
		47.6%	52.4%	35.3%	38.9%	2.7%	4.5%	2.5%	2.7%	7.0%	6.4%
Instructor	94,408	40,877	53,531	32,045	41,149	2,592	4,627	3,270	4,013	2,970	3,742
		43.3%	56.7%	33.9%	43.6%	2.7%	4.9%	3.5%	4.3%	3.1%	4.0%
Lecturer	38,648	17,224	21,424	14,113	17,058	873	1,139	1,051	1,434	1,187	1,793
		44.6%	55.4%	36.5%	44.1%	2.3%	2.9%	2.7%	3.7%	3.1%	4.6%
Other Faculty	124,969	62,925	62,044	47,623	45,984	3,082	5,135	2,973	3,297	9,247	7,628
		50.4%	49.6%	38.1%	36.8%	2.5%	4.1%	2.4%	2.6%	7.4%	6.1%

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Spring 2014, Spring 2016, and Spring 2017 Human Resources component, Fall Staff section. (This table was prepared December 2017.)

Section H
Element No. 8

UTILIZATION
ANALYSIS &
HIRING & PROMOTION
GOALS

Sec. 46a-68-85

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: EXECUTIVE/ADMINISTRATIVE LABOR MARKET AREA: CONNECTICUT/NATIONAL

POSITION CLASSIFICATION (25+): _____

	GRAND		TOTAL		WHITE		BLACK		HISPANIC		AAIAN/HNPI		MALE		FEMALE	
	MALE	%	MALE	%	MALE	%	MALE	%	MALE	%	MALE	%	MALE	%	MALE	%
WORKFORCE %	100.0%		64.3%	35.7%	50.0%	28.6%	14.3%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
FINAL AVAILABILITY BASE %	100.0		46.3	53.7	37.3	41.4	3.5	5.6	2.6	3.6	2.9	3.1	0.0	0.0	0.0	0.0
WORKFORCE NUMBERS	14		9	5	7	4	2	0	0	1	0	0	0	0	0	0
WORKFORCE PARITY NUMBERS			6.5	7.5	5.2	5.8	0.5	0.8	0.4	0.5	0.4	0.4	0.4	0.0	0.0	0.0
NET UTILIZATION (+,-)			2.5	-2.5	1.8	-1.8	1.5	-0.8	-0.4	0.5	-0.4	-0.4	-0.4	0.0	0.0	0.0
PREVIOUS UTILIZATION***			4.4	-4.4	3.3	-3.0	1.6	-0.6	-0.3	-0.4	-0.3	-0.3	0.0	0.0	0.0	0.0

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	HIRING GOALS		PROMOTIONAL GOALS		UPWARD/CAREER MOBILITY GOALS	
	PREVIOUS PLAN GOALS	CURRENT PLAN HIRES	PREVIOUS PLAN GOALS	CURRENT PLAN PROMOTIONS	PREVIOUS PLAN GOALS	CURRENT PLAN GOALS
PREVIOUS PLAN GOALS	4	1	3	2	1	1
CURRENT PLAN HIRES	2	1	1	1		
CURRENT PLAN GOALS	4	1	3	2	1	1
PREVIOUS PLAN GOALS	0	0	0	0		
CURRENT PLAN PROMOTIONS	2	0	2	2		
CURRENT PLAN GOALS	0	0	0	0		
PREVIOUS PLAN GOALS	0	0	0	0		
CURRENT PLAN PROMOTIONS	0	0	0	0		
CURRENT PLAN GOALS	0	0	0	0		

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: FACULTY LABOR MARKET AREA: CONNECTICUT/NATIONAL

POSITION CLASSIFICATION (25+): PROFESSOR

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIAN/HNPI		MALE		FEMALE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
WORKFORCE %	100.0%	53.6%	46.4%	42.3%	37.1%	2.1%	2.1%	3.1%	2.1%	6.2%	5.2%	0.0%	0.0%	A	
FINAL AVAILABILITY BASE %	100.0	51.0	49.0	29.1	36.6	5.1	0.6	2.0	1.9	14.7	9.9	0.0	0.0	B	
WORKFORCE NUMBERS	97	52	45	41	36	2	2	3	2	6	5	0	0	C	
WORKFORCE PARITY NUMBERS		49.4	47.5	28.3	35.5	4.9	0.6	1.9	1.9	14.3	9.6	0.0	0.0	D	
NET UTILIZATION (+,-)		2.6	-2.5	12.7	0.5	-2.9	1.4	1.1	0.1	-8.3	-4.6	0.0	0.0	E	
PREVIOUS UTILIZATION***		6.2	-6.2	12.2	0.1	-0.9	-0.8	-0.8	0.4	-4.3	-6.0	0.0	0.0	F	

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HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS		G	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	0	0	0	0				
	0	0	0	0				
	0	0	0	0				
PROMOTIONAL GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS		J	
	22	14	8	3	2	3	12	8
	6	3	3	3	2	3	1	
	16	12	4	4	3	4	9	4
UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS		M	
	0	0	0	0				
	0	0	0	0				
	0	0	0	0				

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: FACULTY LABOR MARKET AREA: CONNECTICUT/NATIONAL

POSITION CLASSIFICATION (25+): ASSISTANT PROFESSOR

	GRAND TOTAL	TOTAL MALE		TOTAL FEMALE		WHITE MALE		WHITE FEMALE		BLACK MALE		BLACK FEMALE		HISPANIC MALE		HISPANIC FEMALE		AAIANHNP MALE		AAIANHNP FEMALE	
		%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count
WORKFORCE %	100.0%	40.6%	59.4%	31.9%	49.3%	0.0%	2.9%	0.0%	5.5	0.0%	3.5	5.2	0.0%	3.2	8.7%	1.4%	0.0%	0.0%	0.0%	0.0%	
FINAL AVAILABILITY BASE %	100.0	43.4	56.6	33.2	42.2	3.5	5.5	3.5	5.2	3.5	5.2	3.5	5.2	3.2	3.7	0.0	0.0	0.0	0.0		
WORKFORCE NUMBERS	69	28	41	22	34	0	2	34	4	0	4	6	1	0	0	0	0	0	0		
WORKFORCE PARITY NUMBERS		29.9	39.1	22.9	29.1	2.4	3.8	2.4	3.6	2.4	3.6	2.2	2.6	2.2	2.6	0.0	0.0	0.0	0.0		
NET UTILIZATION (+,-)		-1.9	1.9	-0.9	4.9	-2.4	-1.8	-2.4	0.4	-2.4	-2.3	-0.7	-1.6	4.9	-0.5	0.0	0.0	0.0	0.0		
PREVIOUS UTILIZATION***		-7.0	7.0	-8.9	9.8	-0.7	-1.6	-2.3	-0.7	-2.3	-0.7	-1.6	-0.5	4.9	-0.5	0.0	0.0	0.0	0.0		

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HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS	
	Count	%	Count	%	Count	%
	7	5	2	2	2	1
	12	7	5	3	2	2
	10	5	5	1	2	2
PROMOTIONAL GOALS	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
UPWARD/CAREER MOBILITY GOALS	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: PROFESSIONAL NON-FACULTY LABOR MARKET AREA: CONNECTICUT/NATIONAL

POSITION CLASSIFICATION (25+): _____

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIAN/HNPI		MALE		FEMALE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
WORKFORCE %	100.0%	48.0%	52.0%	35.3%	44.7%	2.7%	0.7%	6.0%	4.0%	4.0%	2.7%	0.0%	0.0%	0.0%	0.0%
FINAL AVAILABILITY BASE %	100.0	40.6	59.4	33.3	47.0	3.1	5.6	2.1	3.6	2.1	3.2	0.0	0.0	0.0	0.0
WORKFORCE NUMBERS	150	72	78	53	67	4	1	9	6	6	4	0	0	0	0
WORKFORCE PARITY NUMBERS		61.0	89.0	50.0	70.5	4.6	8.4	3.2	5.3	3.1	4.8	0.0	0.0	0.0	0.0
NET UTILIZATION (+, -)		11.0	-11.0	3.0	-3.5	-0.6	-7.4	5.8	0.7	2.9	-0.8	0.0	0.0	0.0	0.0
PREVIOUS UTILIZATION***		2.1	-2.1	3.9	2.2	-1.7	-7.3	0.9	2.9	-1.0	0.2	0.0	0.0	0.0	0.0

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HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	11	2	9	1	7	2
	18	12	6	1	3	
	12	1	11	1	7	1
PROMOTIONAL GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	0	0	0	0		
	0	0	0	0		
UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	0	0	0	0		
	0	0	0	0		

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: SECRETARIAL CLERICAL LABOR MARKET AREA: FAIRFIELD COUNTY

POSITION CLASSIFICATION (25+): SECRETARY 2

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHPI		MALE		FEMALE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
WORKFORCE %	100.0%	4.8%	95.2%	4.8%	71.4%	0.0%	19.0%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	A
FINAL AVAILABILITY BASE %	100.0	1.1	98.9	0.8	68.7	0.1	19.0	0.1	10.2	0.1	0.9	0.0	0.0	0.0	B
WORKFORCE NUMBERS	21	1	20	1	15	0	4	0	1	0	0	0	0	0	C
WORKFORCE PARITY NUMBERS		0.2	20.8	0.2	14.4	0.0	4.0	0.0	2.2	0.0	0.2	0.0	0.0	0.0	D
NET UTILIZATION (+,-)		0.8	-0.8	0.8	0.6	0.0	0.0	0.0	-1.2	0.0	-0.2	0.0	0.0	0.0	E
PREVIOUS UTILIZATION***		0.7	-0.7	0.8	-2.9	0.0	-0.3	-0.1	1.1	0.0	0.8	0.0	0.0	0.0	F

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HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	3	0	3	2	1	1
	5	0	5	3	1	1
	1	0	1	1		

PROMOTIONAL GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	0	0	0	0		
	0	0	0	0		
	0	0	0	0		

UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	0	0	0	0		
	0	0	0	0		
	0	0	0	0		

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: TECHNICAL PARAPROFESSIONAL LABOR MARKET AREA: FAIRFIELD COUNTY

POSITION CLASSIFICATION (25+):

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHPI		MALE		FEMALE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
WORKFORCE %	100.0%	22.2%	77.8%	22.2%	55.6%	0.0%	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
FINAL AVAILABILITY BASE %	100.0	21.4	78.6	14.5	42.5	3.6	21.1	1.7	12.9	1.6	2.1	0.0	0.0	0.0	0.0
WORKFORCE NUMBERS	9	2	7	2	5	0	2	0	0	0	0	0	0	0	0
WORKFORCE PARITY NUMBERS		1.9	7.1	1.3	3.8	0.3	1.9	0.2	1.2	0.1	0.2	0.0	0.0	0.0	0.0
NET UTILIZATION (+,-)		0.1	-0.1	0.7	1.2	-0.3	0.1	-0.2	-1.2	-0.1	-0.2	0.0	0.0	0.0	0.0
PREVIOUS UTILIZATION****		-0.4	0.4	0.3	1.7	-0.3	0.0	-0.1	-0.9	-0.2	-0.4	0.0	0.0	0.0	0.0

****Enter Line E from previous filing

HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	2	1	1	1	1	1
	0	0	0	0		
	2	1	1	1		
PROMOTIONAL GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	0	0	0	0		
	0	0	0	0		
	0	0	0	0		
UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	0	0	0	0		
	0	0	0	0		
	0	0	0	0		

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: SERVICE MAINTENANCE LABOR MARKET AREA: FAIRFIELD COUNTY

POSITION CLASSIFICATION (25+):

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHPI		MALE	FEMALE
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
WORKFORCE %	100.0%	82.1%	17.9%	43.6%	10.3%	9.0%	1.3%	19.2%	5.1%	10.3%	1.3%	0.0%	0.0%
FINAL AVAILABILITY BASE %	100.0	80.6	19.4	39.4	8.2	8.9	3.6	24.0	6.5	8.3	1.1	0.0	0.0
WORKFORCE NUMBERS	78	64	14	34	8	7	1	15	4	8	1	0	0
WORKFORCE PARITY NUMBERS		62.9	15.1	30.7	6.4	7.0	2.8	18.8	5.1	6.5	0.9	0.0	0.0
NET UTILIZATION (+,-)		1.1	-1.1	3.3	1.6	0.0	-1.8	-3.8	-1.1	1.5	0.1	0.0	0.0
PREVIOUS UTILIZATION***		1.4	-1.4	4.8	0.3	-0.9	-1.0	-2.4	-0.7	-0.2	0.0	0.0	0.0

***Enter Line E from previous filing

HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS		G
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
	5	2	3	0	1	2	
	3	0	3	0		1	
	6	2	4	2	1	4	
PROMOTIONAL GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN GOALS		CURRENT PLAN GOALS		J
	0	0	0	0			
	1	1	0	1			
	0	0	0	0			
UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN GOALS		CURRENT PLAN GOALS		M
	0	0	0	0			
	0	0	0	0			
	0	0	0	0			

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: SERVICE MAINTENANCE LABOR MARKET AREA: FAIRFIELD COUNTY

POSITION CLASSIFICATION (25+): CUSTODIANS

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP		MALE		FEMALE	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
WORKFORCE %	100.0%	79.2%	20.8%	30.2%	11.3%	11.3%	1.9%	22.6%	5.7%	15.1%	1.9%	0.0%	0.0%	0.0%	A
FINAL AVAILABILITY BASE %	100.0	78.9	21.1	39.4	7.2	3.1	10.3	25.6	3	2.6	0.5	0.0	0.0	0.0	B
WORKFORCE NUMBERS	53	42	11	16	6	1	12	3	8	1	0	0	0	0	C
WORKFORCE PARITY NUMBERS		41.8	11.2	20.9	3.8	1.7	5.4	13.6	5.4	1.4	0.3	0.0	0.0	0.0	D
NET UTILIZATION (+,-)		0.2	-0.2	-4.9	2.2	-0.7	-1.6	-8.4	-1.0	6.6	0.7	0.0	0.0	0.0	E
PREVIOUS UTILIZATION***		-3.0	3.0	7.5	3.4	0.9	-8.4	-1.4	-0.2	-1.4	-0.2	0.0	0.0	0.0	F

***Enter Line E from previous filing

HIRING GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN HIRES		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	7	5	2	1	1	1
	5	5	0	2	1	2
	10	7	3	5	1	2

PROMOTIONAL GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0

UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS		CURRENT PLAN PROMOTIONS		CURRENT PLAN GOALS	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

AGENCY: WESTERN CT STATE UNIVERSITY REPORTING DATE: MARCH 31, 2019

OCCUPATIONAL CATEGORY: PROTECTIVE SERVICES LABOR MARKET AREA: FAIRFIELD COUNTY

POSITION CLASSIFICATION (25+): _____

	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHPI			
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
WORKFORCE %	100.0%	89.5%	10.5%	63.2%	5.3%	10.5%	5.3%	5.3%	0.0%	10.5%	0.0%	0.0%	0.0%
FINAL AVAILABILITY BASE %	100.0	91.2	8.8	70.0	4.4	9.8	2.9	10.3	1.4	1.1	0.1	0.0	0.0
WORKFORCE NUMBERS	19	17	2	12	1	2	1	1	0	2	0	0	0
WORKFORCE PARITY NUMBERS		17.3	1.7	13.3	0.8	1.9	0.6	2.0	0.3	0.2	0.0	0.0	0.0
NET UTILIZATION (+,-)		-0.3	0.3	-1.3	0.2	0.1	0.4	-1.0	-0.3	1.8	0.0	0.0	0.0
PREVIOUS UTILIZATION***		-0.5	0.6	-0.6	0.2	0.1	0.5	-0.9	-0.2	0.8	0.0	0.0	0.0

***Enter Line E from previous filing

	HIRING GOALS		PROMOTIONAL GOALS		UPWARD/CAREER MOBILITY GOALS	
PREVIOUS PLAN GOALS	2	0	0	0	0	0
CURRENT PLAN HIRES	1	0	2	0	0	0
CURRENT PLAN GOALS	2	0	2	0	0	0
PREVIOUS PLAN GOALS	0	0	0	0	0	0
CURRENT PLAN PROMOTIONS	2	0	2	0	0	0
CURRENT PLAN GOALS	0	0	0	0	0	0
PREVIOUS PLAN GOALS	0	0	0	0	0	0
CURRENT PLAN PROMOTIONS	0	0	0	0	0	0
CURRENT PLAN GOALS	0	0	0	0	0	0

Section I
Element No. 9

EMPLOYMENT
ANALYSES
Sec. 46a-68-86

Employment Analyses

Under Section 46a-68-86 of the Affirmative Action Regulations of Connecticut State Agencies, Western Connecticut State University ("WCSU" or "University") has undertaken a comprehensive review of the employment activity and process that perpetuate or build in barriers to equal employment.

The University has performed the following analyses:

(1) Employment Process Analysis

The University conducted a separate analysis named the Employment Process Analysis for any occupational category or position classification for which a separate availability base has been calculated and employment activity has occurred during the reporting period through hire, termination or other personnel activity.

The following statistical information/explanation has been analyzed:

- (a) Promotions: This data line is utilized to reflect only those promotions which occur from one EEO category to another EEO category.
- (b) Promotions Within: Promotions within each EEO category are listed at the end of each respective chart.
- (c) Hires: This data line includes new hires from outside and transfers from other state agencies to the University.
- (d) Transfers: Transfers within the University that are not promotions are recorded on this data line.
- (e) Coding Correction: As a result of further analysis, positions may be re-coded into a more appropriate occupational category.

With this submission, the University discovered a number of employees were erroneously counted last year in CORE as Full time/Part Time. The corrections have been made and noted on their corresponding sheets.

(2) Applicant Flow Analysis

The University conducted a separate analysis on appointments to job titles shall be further analyzed. The applicant flow analysis shall track applicants through the hiring or promotional process to identify the step at which they were no longer candidates for employment. Information shall be provided as required for reductions in workforce. This analysis tracks applicants through the hiring or promotional process to determine the point at which they are no longer candidates for employment in the following categories:

- (a) Intra-Agency: includes all applicants who came from within the University;
- (b) Outside Agency: includes all applicants from other State agencies and Universities; and

(c) Other Applicants: includes all other applicants that were neither from the University or State of Connecticut employees.

Since the University conducts national and regional searches for many of its administrative positions and faculty positions, the "Other Applicants" category contains the majority of the applicants.

(3) Personnel Evaluation Analysis

The University has provided information by occupational category on all matters involving personnel evaluations, discipline or other reductions in the workforce. All personnel evaluations, discipline or other reductions in the workforce which were calculated during this reporting period are recorded on this form.

Section I
Element No. 9

EMPLOYMENT
ANALYSES

Sec. 46a-68-86

(Employment Process Analysis)

Administrative
FORM #42A1

EMPLOYMENT PROCESS ANALYSIS
Executive & Administrative

EMPLOYMENT PROCESS ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
WORKFORCE NUMBER CURRENT FILING	15	10	5	8	4	2	0	0	1	0	0
WORKFORCE NUMBER PRIOR FILING	15	10	5	8	4	2	0	0	1	0	0
NET CHANGE (+ or -)	0	0	0	0	0	0	0	0	0	0	0
HIRES	1	0	1	0	1	0	0	0	0	0	0
PROMOTIONS	0	0	0	0	0	0	0	0	0	0	0
PROVISIONAL APPTS.	0	0	0	0	0	0	0	0	0	0	0
TEMPORARY APPTS.	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY APPTS.	0	0	0	0	0	0	0	0	0	0	0
INTERMITTENT APPTS.	1	1	0	1	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCREASES	2	1	1	1	1	0	0	0	0	0	0
DISMISSALS	0	0	0	0	0	0	0	0	0	0	0
TRANSFERS	0	0	0	0	0	0	0	0	0	0	0
LAYOFFS	0	0	0	0	0	0	0	0	0	0	0
PROMOTION OUT OF CATEGORY	0	0	0	0	0	0	0	0	0	0	0
DEMOTION INTO OTHER CATEGORY	0	0	0	0	0	0	0	0	0	0	0
RETIREMENTS (VOL.)	1	0	1	0	1	0	0	0	0	0	0
RETIREMENTS (INVOL.)	0	0	0	0	0	0	0	0	0	0	0
RESIGNATIONS	1	1	0	1	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0
TOTAL REDUCTIONS	2	1	1	1	1	0	0	0	0	0	0
PROMO. WITHIN CATEGORY	0	0	0	0	1	0	0	0	0	0	0

Clerical - Secretary 2
FORM #42A1

EMPLOYMENT PROCESS ANALYSIS
Clerical - Secretary 2

EMPLOYMENT PROCESS ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	AAIANHNPI M	AAIANHNPI F
WORKFORCE NUMBER CURRENT FILING	21	1	20	1	15	0	4	0	1	0	0
WORKFORCE NUMBER PRIOR FILING	17	1	16	1	14	0	1	0	1	0	0
NET CHANGE (+ or -)	4	0	4	0	1	0	3	0	0	0	0
HIRES	4	0	4	0	1	0	3	0	0	0	0
PROMOTIONS	0	0	0	0	0	0	0	0	0	0	0
PROVISIONAL APPTS.	0	0	0	0	0	0	0	0	0	0	0
TEMPORARY APPTS.	0	0	0	0	0	0	0	0	0	0	0
EMERGENCY APPTS.	0	0	0	0	0	0	0	0	0	0	0
INTERMITTENT APPTS.	2	0	2	0	2	0	0	0	0	0	0
TOTAL INCREASES	6	0	6	0	3	0	3	0	0	0	0
DISMISSALS	0	0	0	0	0	0	0	0	0	0	0
TRANSFERS	0	0	0	0	0	0	0	0	0	0	0
LAYOFFS	0	0	0	0	0	0	0	0	0	0	0
PROMOTION OUT OF CATEGORY	0	0	0	0	0	0	0	0	0	0	0
DEMOTION INTO OTHER CATEGORY	0	0	0	0	0	0	0	0	0	0	0
RETIREMENTS (VOL.)	0	0	0	0	0	0	0	0	0	0	0
RETIREMENTS (INVOL.)	2	0	2	0	2	0	0	0	0	0	0
RESIGNATIONS	0	0	0	0	0	0	0	0	0	0	0
TOTAL REDUCTIONS	2	0	2	0	2	0	0	0	0	0	0
PROMO. WITHIN CATEGORY	0	0	0	0	0	0	0	0	0	0	0

*Keep this a separate category since it increased instead of showing a decrease.

Section I
Element No. 9

EMPLOYMENT
ANALYSES

Sec. 46a-68-86

(Applicant Flow Analysis)

WESTERN CONNECTICUT STATE UNIVERSITY

APPLICANT FLOW ANALYSIS

Hires (No Exam)

OCCUPATIONAL CATEGORY:

Faculty
Assistant Professor
Statewide/National

DATE: March 31, 2019

POSITION OR POSITION CLASSIFICATION:

LOCATION:

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNPI	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	0	0	0	0	0	0	0	0	0	0	0
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	421	246	175	92	33	18	11	9	6	127	125
Total Withdraw	34	17	17	9	6	1	1	0	1	7	9
Total Not Qualified	339	200	139	70	19	15	9	9	5	106	106
TOTAL QUALIFIED APPLICANTS	48	29	19	13	8	2	1	0	0	14	10
TOTAL INTERVIEWED	48	29	19	13	8	2	1	0	0	14	10
Not offered Position	36	26	10	9	3	2	1	0	0	15	6
Offered Position	12	7	5	5	3	0	0	0	0	2	2
Refused Position	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	12	7	5	5	3	0	0	0	0	2	2

WESTERN CONNECTICUT STATE UNIVERSITY
APPLICANT FLOW ANALYSIS
Hires (No Exam)

OCCUPATIONAL CATEGORY: Professional Non-Faculty **DATE:** March 31, 2019

POSITION OR POSITION CLASSIFICATION: All Titles

LOCATION: Statewide/National

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP/	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	0	0	0	0	0	0	0	0	0	0	0
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	466	227	239	87	93	8	16	8	12	124	118
Total Withdraw	20	12	8	6	3	0	0	0	0	6	5
Total Not Qualified	375	176	199	62	77	6	13	1	10	107	99
TOTAL QUALIFIED APPLICANTS	71	39	32	19	13	2	3	7	2	11	14
TOTAL INTERVIEWED	71	39	32	19	13	2	3	7	2	11	14
Not offered Position	54	28	26	12	7	1	3	4	2	11	14
Offered Position	18	12	6	8	6	1	0	3	0	0	0
Refused Position	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	18	12	6	8	6	1	0	3	0	0	0

WESTERN CONNECTICUT STATE UNIVERSITY
APPLICANT FLOW ANALYSIS
Hires (No Exam)

OCCUPATIONAL CATEGORY: Secretarial Clerical **DATE:** March 31, 2019
POSITION OR POSITION CLASSIFICATION: All Titles, Except Secretary 2
LOCATION: Danbury

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	0	0	0	0	0	0	0	0	0	0	0
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	3401	284	3117	105	865	30	222	31	233	118	1797
Total Withdrew	1	1	0	1	0	0	0	0	0	0	0
Total Not Qualified	3076	264	2812	99	804	28	202	30	212	107	1594
TOTAL QUALIFIED APPLICANTS	324	19	305	5	61	2	20	1	21	11	203
TOTAL INTERVIEWED	43	3	40	2	24	0	5	1	5	0	6
Not offered Position	32	2	30	2	19	0	4	0	1	0	6
Offered Position	10	1	9	0	4	0	1	1	4	0	0
Refused Position	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	10	1	9	0	4	0	1	1	4	0	0

WESTERN CONNECTICUT STATE UNIVERSITY
APPLICANT FLOW ANALYSIS
Hires (No Exam)

OCCUPATIONAL CATEGORY: Secretarial Clerical **DATE:** March 31, 2019
POSITION OR POSITION CLASSIFICATION: Secretary 2
LOCATION: Danbury

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	0	0	0	0	0	0	0	0	0	0	0
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	966	44	922	13	231	8	60	3	56	20	575
Total Withdrew	0	0	0	0	0	0	0	0	0	0	0
Total Not Qualified	952	44	908	13	222	8	59	3	55	20	572
TOTAL QUALIFIED APPLICANTS	14	0	14	0	9	0	1	0	1	0	3
TOTAL INTERVIEWED	14	0	14	0	9	0	1	0	1	0	3
Not offered Position	9	0	9	0	6	0	1	0	0	0	2
Offered Position	5	0	5	0	3	0	0	0	1	0	1
Refused Position	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	5	0	5	0	3	0	1	0	0	0	1

WESTERN CONNECTICUT STATE UNIVERSITY
APPLICANT FLOW ANALYSIS
Hires (No Exam)

OCCUPATIONAL CATEGORY: Service Maintenance **DATE:** March 31, 2019
POSITION OR POSITION CLASSIFICATION: All Titles, Except Custodian
LOCATION: Danbury

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	102	97	5	54	3	12	0	8	0	23	2
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	102	97	5	54	3	12	0	8	0	23	2
Total Withdrew	4	4	0	1	0	0	0	1	0	2	0
Total Not Qualified	80	76	4	46	2	8	0	6	0	16	2
TOTAL QUALIFIED APPLICANTS	18	17	1	7	1	4	0	1	0	5	0
TOTAL INTERVIEWED	18	17	1	7	1	4	0	1	0	5	0
Not offered Position	15	14	1	5	1	4	0	0	0	5	0
Offered Position	3	3	0	2	0	0	0	1	0	0	0
Refused Position	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	3	3	0	2	0	0	0	1	0	0	0

WESTERN CONNECTICUT STATE UNIVERSITY
APPLICANT FLOW ANALYSIS
Hires (No Exam)

OCCUPATIONAL CATEGORY: Service Maintenance **DATE:** March 31, 2019
POSITION OR POSITION CLASSIFICATION: Custodian
LOCATION: Danbury

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNP I	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	0	0	0	0	0	0	0	0	0	0	0
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	273	172	101	45	2	12	4	12	5	103	90
Total Withdrew	0	0	0	0	0	0	0	0	0	0	0
Total Not Qualified	251	155	96	39	1	8	1	9	4	99	90
TOTAL QUALIFIED APPLICANTS	22	17	5	6	1	4	3	3	1	4	0
TOTAL INTERVIEWED	22	17	5	6	1	4	3	3	1	4	0
Not offered Position	17	12	5	4	1	3	3	1	1	4	0
Offered Position	5	5	0	2	0	1	0	2	0	0	0
Refused Position	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	5	5	0	2	0	1	0	2	0	0	0

WESTERN CONNECTICUT STATE UNIVERSITY
APPLICANT FLOW ANALYSIS
 Hires (No Exam)

OCCUPATIONAL CATEGORY: Protective Services **DATE:** March 30, 2019
POSITION OR POSITION CLASSIFICATION: All Titles
LOCATION: Danbury

APPLICANT FLOW ANALYSIS	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNPI	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside agency	0	0	0	0	0	0	0	0	0	0	0
Layoff/Reemployment/SEBAC	0	0	0	0	0	0	0	0	0	0	0
TOTAL APPLICANTS	28	20	8	10	2	1	0	1	0	8	6
Total Withdraw	0	0	0	0	0	0	0	0	0	0	0
Total Not Qualified	20	13	7	7	1	0	0	0	0	6	6
TOTAL QUALIFIED APPLICANTS	8	7	1	3	1	1	0	1	0	2	0
TOTAL INTERVIEWED	8	7	1	3	1	1	0	1	0	2	0
Not offered Position	6	5	1	2	1	0	0	1	0	2	0
Offered Position	3	3	0	2	0	1	0	0	0	0	0
Refused Position	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	3	3	0	2	0	1	0	0	0	0	0

Section I
Element No. 9

EMPLOYMENT
ANALYSES

Sec. 46a-68-86

(Personnel Evaluation Analysis)

PERSONNEL EVALUATION ANALYSIS
Professional Non-Faculty

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	IANHNPIM	AAIANHNPIF
SERVICE RATINGS											
Excellent	81	36	46	32	40	0	1	2	4	2	1
Very Good	0	0	0	0	0	0	0	0	0	0	0
Good	29	15	12	10	0	3	0	3	1	0	1
Satisfactory	0	0	0	0	0	0	0	0	0	0	0
Fair	0	0	0	0	0	0	0	0	0	0	0
Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
REPRIMANDS	2	2	0	0	0	0	0	2	0	0	0
SUSPENSIONS	0	0	0	0	0	0	0	0	0	0	0
DEMOTIONS	0	0	0	0	0	0	0	0	0	0	0
Within Occ. Category	0	0	0	0	0	0	0	0	0	0	0
Lower Occ. Category	0	0	0	0	0	0	0	0	0	0	0
TRANSFERS	6	0	0	0	0	0	0	0	0	0	0
Intra-agency	1	0	1	0	1	0	0	0	0	0	0
Outside Agency	5	3	1	3	1	0	0	0	0	0	0

PERSONNEL EVALUATION ANALYSIS
Clerical

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	AIANHNPIM	AAIANHNPIF
SERVICE RATINGS											
Excellent	27	0	27	0	19	0	6	0	2	0	0
Very Good	17	1	4	1	0	0	3	0	0	0	1
Good	2	0	2	0	2	0	0	0	0	0	0
Satisfactory	0	0	0	0	0	0	0	0	0	0	0
Fair	1	0	1	0	0	0	1	0	0	0	0
Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
REPRIMANDS	1	0	1	0	1	0	0	0	0	0	0
SUSPENSIONS	0	0	0	0	0	0	0	0	0	0	0
DEMOTIONS	0	0	0	0	0	0	0	0	0	0	0
Within Occ. Category	0	0	0	0	0	0	0	0	0	0	0
Lower Occ. Category	0	0	0	0	0	0	0	0	0	0	0
TRANSFERS	6	0	6	0	0	0	0	0	2	0	0
Intra-agency	5	0	5	0	4	0	0	0	1	0	0
Outside Agency	1	0	1	0	0	0	0	0	1	0	0

PERSONNEL EVALUATION ANALYSIS
Skilled Craft

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	IANHNPIIM	AAIANHNPIF
SERVICE RATINGS											
Excellent	3	3	0	3	0	0	0	0	0	0	0
Very Good	0	0	0	0	0	0	0	0	0	0	0
Good	16	16	0	13	0	1	0	0	0	2	0
Satisfactory	0	0	0	0	0	0	0	0	0	0	0
Fair	0	0	0	0	0	0	0	0	0	0	0
Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
REPRIMANDS	1	1	0	1	0	0	0	0	0	0	0
SUSPENSIONS	0	0	0	0	0	0	0	0	0	0	0
DEMOTIONS	0	0	0	0	0	0	0	0	0	0	0
Within Occ. Category	0	0	0	0	0	0	0	0	0	0	0
Lower Occ. Category	0	0	0	0	0	0	0	0	0	0	0
TRANSFERS	2	2	0	1	0	0	0	0	0	1	0
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside Agency	2	2	0	1	0	0	0	0	0	1	0

PERSONNEL EVALUATION ANALYSIS
Maintenance

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	IANHNPIM	AAIANHNPIF
SERVICE RATINGS											
Excellent	26	19	7	8	5	1	0	6	2	4	0
Very Good	0	0	0	0	0	0	0	0	0	0	0
Good	16	17	1	12	1	2	0	3	0	0	0
Satisfactory	4	3	0	0	0	0	0	1	0	0	0
Fair	0	0	0	0	0	0	0	0	0	0	0
Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
REPRIMANDS	1	1	0	1	0	0	0	0	0	0	0
SUSPENSIONS	3	3	0	2	0	0	0	1	0	0	0
DEMOTIONS	0	0	0	0	0	0	0	0	0	0	0
Within Occ. Category	0	0	0	0	0	0	0	0	0	0	0
Lower Occ. Category	0	0	0	0	0	0	0	0	0	0	0
TRANSFERS	2	2	0	2	0	0	0	0	0	0	0
Intra-agency	0	0	0	0	0	0	0	0	0	0	0
Outside Agency	2	2	0	2	0	0	0	0	0	0	0

Section J

Element No. 10

IDENTIFICATION OF
PROBLEM AREAS

Sec. 46a-68-87

Identification of Problem Areas

Under Section 46a-68-87(a) of the Affirmative Action Regulations of the Connecticut State Agencies, the University has established an examination where within an occupational category, position classification within an occupational category employing a significant number of persons or position classification for which a separate availability base is calculated has experienced an increase or reduction in workforce. The University has examined its personnel policies and practices to identify those non-quantifiable aspects of the employment process which may impede or prevent the full and fair participation of protected race and sex group members in the employment process. Where applicable, the University shall address the following aspects of employment:

(1) Employment Applications

For positions in the Executive/Administrative, Faculty, and Professional/Non-Faculty categories, candidates apply by sending a resume, cover letter, and a list of professional reference(s) as part of one application package. This process enables prospective candidates to present extensive information about their candidacy to search committees (“committees”), thereby enabling committees to review candidates with alternative experience or qualifications, where possible. Position advertisements state that Western Connecticut State University (“WCSU” or “University”) may consider an equivalent combination of credentials and/or experience to meet the specified qualifications, as determined by the Chief Diversity Officer and the search committee.

Several years ago, the University implemented procedure to solicit demographic data/information in which applicants are asked for this information via email. Applicants may voluntarily decline to provide the requested information, but this electronic process has led to a tremendous increase in participation. Additionally, the use of a search consultant for varied “executive” searches ensured 100% of applicants responded to the University’s request for demographic data/information as the consultant highly encouraged applicants to respond to all of the University’s requests for Affirmative Action data information. In the Professional occupational category, there have been a few searches that are for grant funded positions that require this information. Therefore, the Chief Diversity Officer will actively address these specifics with applicants in the University’s requests for Affirmative Action data information.

Since September 2017, the Office of Diversity and Equity has utilized the “University Search Plan” (see attached documentation) to map out networking and recruitment opportunities to increase the number of applications for positions in the Executive/Administrative, Faculty, and Professional/Non-Faculty categories. With this new endeavor, the University has created a wider-net of applicants to apply for available positions, and will continue to report the outcomes in the Applicant Flow Analysis in the Affirmative Action Plan reporting period.

Western Connecticut State University’s employment application (see attached documentation) contains information necessary for an applicant of employment and does not request discriminatory data or other known information deemed discriminatory by law. The University has examined the employment application process for compliance with the Americans with Disabilities Act. The University’s employment application process collects an applicant’s email address, commercial driver’s license information, as well as any additional information from applicant’s in the Service/Maintenance, Skilled Trades and Protective Services occupations.

(2) Job Qualifications

Executive/Administrative

The positions in this occupational category are unclassified and highly specialized in that each one is a one of a kind position and involves major areas of higher education administration. Recruitment for these positions can be difficult because extensive qualifications are required. The educational expectation is usually a doctorate or terminal degree.

This requirement may reduce the number of underrepresented group candidates. However, in addition to recruiting within various professional affinity organizations, the University does advertise for and considers comparable alternative credentials and experience to improve access. Additional impediments to recruiting for this category are some of the employment conditions imposed on the Management & Confidential Employees by the Connecticut State Colleges and Universities ("CSCU"). These conditions include the inability to confer academic rank or tenure to non-teaching administrators. Loss of tenure is a critical issue to those who move from the teaching academic ranks to the administrative ranks.

Administrators want to have the ability to move between the two different employment classes as their careers move on an upward trajectory. In 2013, we were pleased that the Connecticut State Colleges and Universities (CSCU) changed their policy and revoked a three (3) month non-continuation notice policy which had been imposed in 2006. This meant that with proper notification, after the first year of employment, executives and administrators could be terminated with ninety (90) days' notice. This employment condition, combined with the lack of tenure and the high cost of living in Fairfield County, has made recruiting very difficult for the University, particularly as they are conditions over which the University has no control. The cost of living is a very difficult obstacle. The salary ranges that Connecticut State Colleges and Universities (CSCU) and the State of Connecticut use are consistent across the state. However, the cost of living differs greatly from Fairfield County to Willimantic County. It is difficult to find satisfactory solutions within the boundaries of the State. We are able to offer some relocation assistance to Management/Confidential and instructional faculty from underrepresented minority groups but that does not counteract the day-to day demands.

Faculty

Job requirements for faculty members are usually demanding. The applicants must possess doctorates or have all requirements for their doctorates completed except for their dissertations ("All but Dissertation" status) or other terminal degrees in order to meet accreditation standards for the School and/or discipline.

Search committees seek applicants who meet not only the minimum qualifications but also the preferred qualifications. The quality of the applicants' credentials significantly impacts the selection of the final candidates. Setting high levels of educational and experiential qualifications may limit the number of applicants who are members of underutilized groups. Competition to recruit minority candidates is intense. Collective bargaining salary caps, high course loads, and limited research funds all impact the University's ability to recruit. However, the University has considered candidates who have not yet obtained their terminal degree, contingent upon receiving the appropriate degree by the time appointment has been offered. Department members who attend professional conferences and workshops are also encouraged to conduct interest discussions with potential candidates.

Professional/Non-Faculty

The Professional/Non-Faculty category consists of administrative faculty members who support all aspects of the University in divisions such as Student Affairs, Finance and Administration, Academic Affairs, and University Computing.

The job qualifications for each administrative faculty position are set out in a job description reviewed by the State University Organization of Administrative Faculty (SUOAF/AFSCME) union and management. All positions require a minimum of a Bachelor's degree, with many positions requiring a Master's degree and several years of relevant administrative experience.

The recruitment and selection process mandated by the SUOAF/AFSCME collective bargaining agreement requires that any vacancy or promotional opportunity must be posted internally so that bargaining unit members of the Connecticut State University System are afforded the opportunity to apply for the opportunity before external recruitment can be initiated. The bargaining unit member must communicate their interest to Human Resources within ten (10) working days of the vacancy notification. This process facilitates upward mobility but can result in a limited pool of candidates.

Or (or around) November 2017, the Department of Administrative Services for the State of Connecticut implemented the use of JobAps, the new applicant recruitment system to improve the State's hiring process with classified positions. The Chief Diversity Officer, in collaboration with the representatives of the Human Resources Department actively train search committees on the use of this new system and its functionality in administrative searches. The review of applications and credentials/qualifications for classified positions has been changed to permit for equitable review of applications through this new system. Civil service certification lists are no longer commonly used upon the implementation of this new system.

Clerical

Job qualifications and specifications are set by the State of Connecticut's Department of Administrative Services for these positions. Candidates are often selected from SEBAC and/or re-employment lists. Recruitment for clerical positions is often difficult because it is defined by the regulatory framework within which recruitment and selection must be conducted. Until recently, the state certification examinations were held only in Hartford, making it inconvenient for potential local applicants who lacked transportation to get to the examination, but would be able to utilize mass transit for commuting to local job opportunities. The addition of more testing sites by DAS has begun to ease this difficulty.

Technical/Paraprofessional

Positions within this category are specialized and require experience and/or education in specific types of work. Candidates for these positions must be on the appropriate state certification list at the time of appointment to the position. It can be difficult to effectively target recruitment efforts towards underrepresented group members with the intent of advising them on how to apply for and take the appropriate state certification examination as the vacancies occur rarely and the examinations are given even more infrequently.

Skilled Crafts

The stringent qualifications for positions in this category may prevent some underutilized class members from applying for employment opportunities if they lack the requisite skills. Management makes information available to its employees regarding education, skills, and experience needed for each job in the career ladder. In addition, the Connecticut Employee Union Independent bargaining agreement requires that each vacancy shall first be filled by transfer from within the

agency then filled by promotion from within the agency. Any employee who is seeking a transfer or promotion to another position within the agency shall be given preference over new hires unless he/she is not qualified to perform the job. Affirmative Action/EEO gains through external hires are compromised when vacancies within this category are generally filled by transfer or promotion.

Salary rates are an important factor that impacts the University's recruitment efforts in this category. Salary rates in this occupational category are not competitive with the local job market. Consequently, local minority skilled crafts workers are able to earn more in the private sector than at the University. Therefore, where possible, the University uses in-house training opportunities to develop internal pools of minority group members.

Service Maintenance

As with the Skilled Crafts classification the Connecticut Employee Union Independent bargaining agreement requires that each vacancy shall first be filled by transfer from within the agency then filled by promotion, based on seniority, from within the agency. Any employee who is seeking a transfer or promotion to another position within the agency shall be given preference over new hires unless he/she is not qualified to perform the job. Affirmative Action/EEO gains through external hires are compromised when vacancies within this category are generally filled by transfer or promotion. These contractual requirements can serve to limit the University's ability to recruit minority group members for positions in this category.

Protective Services

The recruitment of females, especially minority females, into positions traditionally held by males, such as Police Officer, is difficult statewide. Additionally, at the University level, salary rates are not competitive with the local market. Consequently, many females and minority group members are able to earn more through salary and overtime with municipal and county agencies. However, Department members who attend professional conferences and workshops are encouraged to conduct interest discussions with potential candidates.

(3) Recruitment Practices

Western Connecticut State University has a sound and extensive affirmative action recruitment structure and is attentive to expanding its recruitment sources. During the reporting period, the University has implemented new procedures with the use of search committee participants to recruit at conferences, events and/or publicized areas for potential applicants that target women, minorities, disabled individuals, and/or veterans. The University continuously strives to increase the affirmative action applicant flow and has developed a recruitment base for all race/sex groups, persons with physical disabilities, veterans, and older persons. Recruitment strategies include memberships in organizations with minority memberships and/or affiliations, professional websites that target women and minorities, disabled individuals, and/or veterans, posting notices on the University's website as well as the State of Connecticut Department of Administrative Services website, including the use and executed actions of JobAps, and mailing of E-alert notices to candidates on the state JobAps submission(s).

(4) Personnel Policies

Western Connecticut State University's personnel policies are designed to ensure fair and equal treatment.

The Chief Human Resources Officer is charged with conducting a final review of all personnel policies and procedures prior to implementation in order to ensure that no policy or procedure

impedes or prevents the full and fair participation of protected race/sex group members, persons with physical or other disabilities, veterans, and older persons in the employment process and work force. The Chief Diversity Officer and the Chief of Human Resources Officer review personnel policies and procedures to ensure validation and made modifications where appropriate. Those personnel policies that are determined by collective bargaining obligations may be changed only through that process.

(5) Orientation

All new hires receive an employment orientation from Human Resources Department as part of the employment process. This entails an orientation on all pertinent aspects of the individual's employment at Western Connecticut State University ("WCSU" or "University"). Members from the Human Resources Department provides all new employees the New CSCU web-based training portal, employee guide to employment related university policies, the employee benefits handbook, as well as a copy of one or more of the appropriate Collective Bargaining Agreement, as it is applicable. Hiring Managers/Supervisors provide new employees with a separate departmental/divisional/office orientation to the work location, department/divisional staff and other areas. All pertinent Affirmative Action/EEO policies are regularly provided to new and continuing employees through the University's Human Resources Department/Office of Diversity and Equity website, general poster(s) and signage throughout the University and quarterly scheduled cultural diversity training.

(6) Training

The University fosters and encourages employees to participate in training programs which will assist in their job responsibilities and their professional growth. To that end, the University provides in-house training in computer skills, blood borne pathogens, and supervisory skills, as well as makes available information on in-service training offered by the State of Connecticut Department of Administrative Services. An increasing number of trainings are offered through on-line resources. This increases the ability of the University to make training more accessible to a broader audience. Through programs such as tuition reimbursement, tuition waivers, and collective bargaining agreements, employees have the opportunity to pursue other training options including college courses. All training is provided to all occupational categories in a non-discriminatory manner. There are no discriminatory or access barriers with attendance at training events. Seminars, workshops, and other training aspects of the University are available throughout the academic year and are widely publicized. Mandatory training for sexual misconduct and cultural diversity trainings are also widely disseminated and publicized to all employees.

(8) Counseling

Counseling is available to all employees from either the Office of Diversity & Equity and Human Resources staff on an ongoing basis. The Office of Diversity and Equity as well as the members of the Human Resources Department are easily accessible to employees for this purpose as is the staff of Career Services Personal counseling services are available through the Employee Assistance Program (EAP). More specific information is available in Section N, Element No. 14, Career Mobility.

(9) Discrimination Complaint Process

All employees have access to grievance procedures through their collective bargaining agreement and/or the Connecticut State Colleges and Universities (“CSCU”) Personnel Policies. Fair and equitable treatment is the objective of the grievance procedures. The Office of Diversity & Equity and Human Resources staff work closely to accomplish these objectives. Additionally, all employees are provided with a copy of the University’s Discrimination Complaint Procedures. These documents are also available in the Office of Diversity & Equity and are also been posted on the website at www.wcsu.edu/diversity.

(10) Evaluation

Performance appraisals are required for all University positions, in accordance with State of Connecticut Human Resources system. Performance appraisals are posted and available on the Human Resources Department website at http://www.wcsu.edu/hr/forms/WCSU_HRForms.asp, under section III re: Evaluation Forms. Union contract provisions provide that performance evaluations less than satisfactory may be grieved.

The performance of unclassified Management/Confidential staff are evaluated on an annual basis. Based on the Human Resource Policies for the Connecticut State Colleges and Universities, the appropriate University President and Chief Executive Officers will review the performance appraisals. Information about performance appraisals can be found at: <http://www.ct.edu/files/pdfs/hr-policies-management-confidential.pdf>

(11) Layoffs

During the reporting period, the University *did not* experience any layoffs.

(12) Termination

Since May 2019, the Office of Diversity & Equity has begun to accept electronic/online exit questionnaires/surveys from separated employees in order to gain firsthand knowledge of the reasons employees are ending their employment with the University. During the reporting period, there were *no* exit interview conferences with separating employees regarding the reason(s) why an employee was separating from employment and if the action was due to discriminatory treatment.

During this reporting period, the primary reason(s) given by many employees were the uncertainty of economic conditions in the State, and changes to State retiree benefits. The University will continue its exit interview practice in order to assure that disparities do not exist in this area. As a (completed) program goal, the Office of Diversity and Equity has begun reviewing a series of electronic/online exit questionnaires/surveys (see attached documentation) to execute this task with separating employees.

Information about electronic/online exit questionnaires/surveys can be found at: <http://wcsu.edu/diversity/exit-interview-questionnaire/>

This project was completed in (or around) April 15, 2019 and will be further evaluated in the Program Goals section.

- (b) The University has undertaken an examination for each occupational category or job title examined in subsection (a) of this section, the University's Affirmative Action Plan listed all non-quantifiable elements of the employment process that were identified as a problem area.
- (c) The University has examined all aspects of the employment process itemized in subsection (a) of this section to identify whether any employment policy or practice may impede or prevent the full and fair participation of individuals with disabilities and older persons in the workforce. The University did not identify any employment policy and/or practice that adversely affected any minority group candidates, including any self-identified, physically disabled persons and/or older persons.

Section J
Element No. 10

IDENTIFICATION OF
PROBLEM AREAS

Sec. 46a-68-87

(ATTACHMENTS AND DOCUMENTATION)



APPLICATION FOR EMPLOYMENT

WCSU is committed to excellence through diversity and as such we encourage applications from all people including members of ethnic/racial minorities from veterans and from persons with disabilities

Employment Application Procedure

1. Complete all applicable sections of the application
2. Type or print in ink all requested information.
3. Sign and date the application
4. Submit application in one of the following ways:
 - MAIL or DROP OFF:
Western Connecticut State University
Human Resources Department
University Hall
181 White Street
Danbury, CT 06810
 - EMAIL: hrpositions@wcsu.edu
 - FAX: 203-837-8613

Benefits Information

May be found on the
WCSU Human Resources web site at
<http://wcsu.edu/hr/benefits/>

Position Applying For

Position Title _____

Contact Information

Name (first, middle initial, last) _____

Street Address _____

City _____ State _____ Zip _____

Email Address _____

Cell Phone # _____ Daytime Phone # _____

Best contact number to reach you during business hours of M - F - 8:00 a.m. - 5:00 p.m. _____

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and individuals with physical or mental disabilities:
Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973 as amended which requires government contractors to take affirmative action to employ and advance in employment, qualified disabled individuals

If you require special accommodations for interviewing please contact the Human Resources department 48 hours in advance

Human Resources may be reached at 203-837-8678
Monday - Friday 8:00 a.m. - 5:00 p.m.

Western Connecticut State University is an Equal Opportunity Educator/Employer

First Name _____ Last Name _____

Personal Information

If employed and you are under 18, can you furnish a work permit? Yes No

Have you ever been employed by any Connecticut State Agency? Yes* No

*If yes Employer(s) and date(s) _____

On what date would you be available to work? _____

Referral Source: Self Ad WCSU employee Other _____

Is any member of your family an employee of WCSU? Yes ** No

**If yes: Name _____

Department _____

Relationship _____

Education

	Name & Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree/Diploma/Certificate or Credits Earned
High School					
Business/Trade/Technical					
2-Year College					
4-Year College					
Other					

Describe professional or school offices held, other activities, any scholarships, awards, etc. _____

Military Experience

Branch _____ Rank _____ Dates of service _____

(Please note: A dishonorable discharge or general discharge is not an absolute bar to employment.)

First Name _____ Last Name _____

Work Experience - Present or most recent position first. It is necessary to complete each item below.

Current Employer

Company Name _____ From (month/year) _____ To (month/year) _____

Street Address _____

City _____ State _____ Zip _____

Name of Supervisor _____ Telephone _____

Reason for Leaving _____

Job Title/Duties _____

Annual Salary or Hourly Rate _____

Former Employers

Company Name _____ From (month/year) _____ To (month/year) _____

Street Address _____

City _____ State _____ Zip _____

Name of Supervisor _____ Telephone _____

Reason for Leaving _____

Job Title/Duties _____

Annual Salary or Hourly Rate _____

Company Name _____ From (month/year) _____ To (month/year) _____

Street Address _____

City _____ State _____ Zip _____

Name of Supervisor _____ Telephone _____

Reason for Leaving _____

Job Title/Duties _____

Annual Salary or Hourly Rate _____

Company Name _____ From (month/year) _____ To (month/year) _____

Street Address _____

City _____ State _____ Zip _____

Name of Supervisor _____ Telephone _____

Reason for Leaving _____

Job Title/Duties _____

Annual Salary or Hourly Rate _____

First Name _____ Last Name _____

Additional Information

Summarize special job-related skills, qualifications, or training acquired. (Example Bi-Lingual, Military Training, etc.) _____

Machinery/Equipment Operated _____

Licenses or Certificates

Occupational Licenses or Certificates _____

Do you have a valid Driver's License? Yes No

Do you have a valid Commercial Driver's License (CDL) Yes No

Police Officer Applicants Only

Are you a Certified Police Officer? Yes - State: _____ No

Name of Police Academy attended _____ Date of attendance _____ to _____

Note If employment is offered, you will be required to submit documents to establish your identity and verification of your legal right to work in the United States, as well as successfully completing a background check. Certain positions will also require successfully passing a pre-employment/drug screening.

Applicant's Statement *Please Sign*

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the University.

Signature of Applicant _____ Date: _____

Rev 0915

The security of all members of the campus community is of vital concern to Western Connecticut State University. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security can be found online at <https://www.wcsu.edu/police/ucreport> or may be requested from the Western Connecticut State University's Police Department - 203-838-9304.



AFFIRMATIVE ACTION DATA QUESTIONNAIRE

OFFICE OF DIVERSITY & EQUITY

In an effort to comply with State and Federal requirements, we are requesting that you complete this questionnaire. This data will not be considered in the evaluation of your application. Please complete the questionnaire and return it to Ms. Keisha Stokes in the Office of Diversity & Equity at stokesk@wcsu.edu or via fax (203) 837-8503. The completed questionnaire will be maintained in a confidential manner and filed separately from your application.

Name: _____

Sex: Male Female

Race or National Origin (check one):

- Black - (not of Hispanic origin) all persons having origins in any of the Black racial groups of Africa.
- Hispanic or Latino - all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- White - (not of Hispanic origin) all persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- American Indian or Alaskan Native - all persons having origins in any of the original people of North and South America, and who maintain cultural identification through tribal affiliation or community affiliation.
- Asian - all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- Two or more race categories - all persons who identify with more than one of the above.

Position for which you are applying: _____ Search #: _____

How were you referred to us?

Newspaper or journal advertisement
Specify which one(s) _____

Professional Associations
Specify which one(s) _____

Employee Referral _____

Internet posting (please specify) _____

WCSU Home (/)
Current Students (/currentstudents/)

Faculty & Staff (/facultystaff/)

Alumni (/alumni/)

Donors & Friends (/ia)

A-Z Index

Contact

Essentials



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Information

AFFIRMATIVE ACTION DATA QUESTIONNAIRE



Office of Diversity & Equity

In an effort to comply with State and Federal requirements, we are request take a moment to complete this questionnaire. Disclosure of the informati and will not affect your opportunity for employment, or terms or conditions employment. The information provided will be used for State and Federal r workforce reporting purposes only and maintained in a confidential mann from your application.

Name: [input field]

Email: [input field]

Sex: [radio Male] [radio Female]

Race or National Origin (check one):
[radio] Black - (not of Hispanic origin) all persons having origins in any of the Black racial groups of Africa.
[radio] Hispanic or Latino - all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
[radio] White - (not of Hispanic origin) all persons having origins in any of the original peoples of Europe, North Africa or the Middle East
[radio] American Indian or Alaskan Native - all persons having origins in any of the original people of North and South America, and who maintain cultural identification through tribal affiliation or community affiliation.
[radio] Asian - all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa
[radio] Two or more race categories - all persons who identify with more than one of the above.

Position for which you are applying: [input field]

Search #: [input field]

How were you referred to us?

Newspaper or journal advertisement Specify which one(s)

[input field]

[University Policies and Procedures](/diversity/policies-procedures/)

[Search Procedures](/diversity/search-procedures/)

[What is Title IX and CaRR?](/diversity/what-is-title-ix-and-carrr/)

[Campus Response & Resource Team](/diversity/carrr/)

[Undocumented](http://www.wcsu.edu/undocumented/)

[Student Support Services](#)

[University Transgender Guidance](/diversity/workplace-transgender-guidance/)

[LGBTQ+ Resources \(new page coming soon\)](/diversity/lgbtq-resources-new-page-coming-soon/)

[Contact Us](/diversity/contact-us/)

Professional Associations Specify which one(s)

Employee Referral

Internet Posting (please specify?)

Submit

The security of all members of the campus community is of vital concern to Western Connecticut State University. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security can be found at <http://www.wcsu.edu/police/pdf/securityreport.pdf> or may be requested from the Western Connecticut State University Police Department (203-838-9304).

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[Facebook](http://www.facebook.com)

[YouTube](http://www.youtube.com/wcsu)

[LinkedIn](https://www.linkedin.com/edu/western-connecticut-university-18041)

[Google Plus](https://plus.google.com)



Welcoming New Staff

Here is a quick checklist of things needed to prepare for new personnel coming onboard in your area. This is a list of things most new employees will need.

- Assign a location (desk, office, etc.) and have it cleaned by facilities. Order or make a sign to indicate the new employee's name, title, room location
- If furniture is needed (desk, chair, filing cabinet, etc.) arrange with facilities to set it up
- Request phone line, phone, and/or voicemail. This requires a TSR form, which can be found at: <https://www.wcsu.edu/technology/telecomm/TSR%20-%20Ver%202020.pdf>
- Request necessary building access, keys, and/or pin codes to offices and buildings. This requires an Access Control form, which can be found at: <http://www.wcsu.edu/westconnect/Access%20Request%20Form.xlsm>
- Request a computer (desktop, laptop, tablet) and equipment (docking station, printer, etc.), along with any necessary software specific to your department. Requests can be made through ITI. Please refer to <http://support.wcsu.edu/customer/en/portal/articles/2097335-how-do-i-get-started-with-information-technology-and-innovation-faculty-and-staff>
 - WestConn account (Windows)
 - Email
 - WestConn conduit
 - E-Learning (Blackboard)
 - Banner Self-Serve
 - Web Banner
 - File Shares (K, X, H, N drives)
 - Remote access
- If appropriate, order business cards for the new employee
- Collect and place office supplies for the new employee's office
 - Pens
 - Notebooks
 - Paper
 - Pencils
 - Highlighters
 - Paper clips
 - Stapler
 - Tape Dispenser
 - Scissors
 - File Folders
- Campus Map
- Information on campus Dining Services, along with local dining locations
- Instructions for using phones, setting up and accessing voicemail, etc.
- Policies and procedures for your department
- List of pertinent people/offices and their locations so that the new employee is able to answer general questions
- Information on who to contact for computer, telephone, printer and copier issues
- Arrange for training on computers and WCSU systems
- Training on CORE-CT and payroll
- Locations and contacts for important offices or people
 - Union representatives
 - Mailroom
 - Police
 - Payroll
 - Human Resources
 - Admissions
 - Cashier
 - Financial Aid
 - Libraries
 - Department secretaries for departments they will need to work with frequently
- Information on where to get ID card
- Information on where to get staff parking hang tag and parking information
- Information on payroll/direct deposit
- Information on who to contact when calling out sick
- Information on Emergency Notification system and how to sign up for it.



Welcoming New Staff

There may be specific needs that different employees also need, based on their status. Here are a few things you'll want to review to see if your new employee needs any of these things:

- Training to make room reservations
- Authorization and training on purchasing (supplies or other purchases)
- Travel – paperwork and policies
- Contracts
- Forms and where to find them: Begin at the Faculty Handbook Table of Forms (<https://www.wcsu.edu/facultystaff/handbook/forms.asp>)
 - Food service
 - Student employment
 - Purchase requisition form
 - Disbursement form
 - Equipment Loan form
 - Mileage form
 - Personal Services Agreement & Honorarium Request form
 - Tuition Waiver form
- List of academic departments, locations, and contact #
- List of administrative departments, locations, and contact #
- How to place an order for textbooks
- Information about the University Senate

You may also want to consider the following:

- Give a campus tour (both campuses) during the first few days of work
- Tour the offices and introduce the employee to the staff of your offices/departments. This should also include the location of the dean/department chair or director/supervisor offices.
- Show the employee where restrooms are located, as well as vending machines and other areas of interest in your office area
- Special training specific to your area
 - Equipment training in facilities
 - Use of key boxes
 - AAUP
 - Academic Advising responsibilities

- Tenure
- Committee opportunities
- University Senate
- Release time
- Research and grant opportunities
- Training on special computer program
- Training on LMS system (Blackboard)
- Tour of where their work may take place (i.e., classrooms, assigned floors or buildings)

Other things you know that you will need to make sure to do:



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Diversity Resources and Information (/diversity/resources/)

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Exit Interview Questionnaire

Form fields for personal information: Last Name, First Name, Middle Initial, Current Position, Department, Immediate Supervisor, Initial Employment Date, Last Day of Employment, Gender (Female, Male, Other).

1. Please indicate reason(s) below, which contributed to your decision to resign your current position?

- Salary, Personal, Return to School, Relocation, Military, Job Advancement, Benefits, Job Eliminated/Termination, Retirement, Academic/Work Climate, Other (please explain below)

2. Was there a specific event or issue that prompted your resignation?

- Yes, No

3. Please rate the following regarding your current position:

Table with 6 columns: Quality of training received for your position, Satisfaction and Enjoyment in your current position, Working relationship with fellow employees, Cooperation among different departments, Opportunity for advancement and promotion, Appreciation and recognition for achievements, Overall workload for position. Rating scale: Excellent, Above Average, Average, Below Average, Very Poor.

4. Please rate the following regarding management:

Table with 2 rows: Treats staff with respect and dignity, Values feedback and suggestions. Rating scale: Excellent, Above Average, Average, Below Average, Very Poor.

Let's talk! Questions? Chat with us! (includes chat icon)

[Procedures](#)

Adequately handles complaints and grievances.

[Search Procedures \(/diversity/search-procedures-procedures/\)](#)

Administers policies and practices in a consistent manner.

Encourages a cooperative atmosphere.

[What is Title IX \(/diversity/what-is-title-ix-and-caarrt? title-ix-and-caarrt/\)](#)

5. Did you encounter any problems in your current position?

Yes

No

[Campus Response & Resource Team \(/diversity/caarrt/\)](#)

[Undocumented Student Support Services \(http://www.wcsu.edu/undocumented-student-support-services/\)](#)

Either yes or no, how would you describe the academic or working environment at WCSU? In what ways did these environments contribute to either your satisfaction or dissatisfaction with the job? Please briefly explain:

[University Transgender Guidance \(/diversity/workplace-transgender-guidance-guidance/\)](#)

6. Do you have any suggestions for improving WCSU? (Optional)

[LGBTQ+ Resources \(new page coming soon\) \(/diversity/lgbtq-resources-new-page-coming-soon/\)](#)

7. Was the Office of Human Resources helpful during your employment? (Optional)

Yes

No

[Contact Us \(/diversity/contact-us/\)](#)

Either yes or no, please briefly explain:

8. In your perspective do you believe supervisors or administrators gave you an opportunity to voice any concerns?

Yes

No

9. Do you feel that you were treated equally by your coworkers and supervisors in regards to race, religion, gender, etc.?

Yes

No

10. Did you experience and/or witness any behavior or conduct that would be considered harassment or discrimination?

Yes

No

11. Based on your experience at WCSU, would you recommend this job to a friend, relative, etc. ?

Yes

No

12. Would you reapply if a future opportunity arose?

Yes

No

Contact Information (Optional)

Email:

Phone Number:

Please add any additional comments:

Date/Time:

Thank you for participating in the Exit Interview Questionnaire and telling us about your experience at Western Connecticut State University. Good Luck in your future endeavors!

Submit

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Section K

Element No. 11

PROGRAM GOALS

Sec. 46a-68-88

Program Goals

Under Section 46a-68-88(a) and (b) of the Affirmative Action Regulations of Connecticut State Agencies, the University has identified, under Section 46a-68-43, any employment practice or policy that has adversely affected protected race and sex group members, the physically disabled or older persons.

In the 2019 Affirmative Action reporting period, the University will implement and/or execute the following newly listed *program goal* to report on for the next reporting period:

- (1) The Office of Diversity and Equity (“ODE”) will develop and implement, by or before December 31, 2019, employee/faculty mentorship tools and resources, to assist managers and supervisors with tracking career counseling efforts toward upward mobility.

During the 2019 Affirmative Action reporting period, the University implemented and/or executed the following **below listed program goal**:

- (1) On April 15, 2019, the Office of Diversity and Equity (“ODE”) developed and implemented an online exit questionnaire/survey, as a reference tool for exit interview conference(s). The questionnaire/survey can be found at: <http://wcsu.edu/diversity/exit-interview-questionnaire/>. The Chief Diversity Officer (in conjunction with representatives of the Human Resources Department) will utilize this tool to better assess and identify any issues of discrimination and/or disparate treatment within the university.
- (b) The University have established the noted programs goals as meaningful, measurable and reasonably attainable, and consistent with Section 46a-68-92 of the Affirmative Action Regulations of Connecticut State Agencies, to ensure that:
 - (1) the University actively promotes equal opportunity and ensuring that all workplaces are free of discrimination;
 - (2) the University promotes opportunities for all qualified applicants including underutilized groups;
 - (3) the University utilizes a fair and nondiscriminatory recruitment and selection process; and
 - (4) the University promotes career development opportunities to all interested and qualified employees, including minorities and women.
- (c) The University has and will continue to extend a level of cooperation to other Universities and/or agencies to implement a program goal. The University acknowledges this mandate and maintains records of any requests and/or contact with other Universities and/or agencies whose cooperation is requested and to report on the outcome of such request. During the reporting period, the University did not have any such contact and/or requests.
- (d) During the reporting period, the University did not identify any employment policy or practice that adversely affects any minority group candidates, including physically disabled persons or older persons.

The University will continue to examine its hiring process to determine if there are any mitigating factors which would contribute to any imbalance on the hiring process and scrutinize said process to determine if any factors impede the full and fair participation of underrepresented group members. The Chief Diversity Officer meets with all search committees and hiring managers to

ensure that the interview process is conducted in a non-discriminatory manner as well as to ensure that the integrity of the interview process is maintained and that all applicants are treated with fairness and equity throughout the employment process.

Section K

Element No. 11

PROGRAM GOALS

Sec. 46a-68-88

(ATTACHMENTS AND DOCUMENTATION)

Subject: Use of an Online Exit Survey
Date: Tuesday, May 14, 2019 at 4:39:30 PM Eastern Daylight Time
From: Office of Diversity and Equity <ode@wcsu.edu>
To: users-aca <users-aca@wcsu.edu>, users-adm <users-adm@wcsu.edu>
Priority: High
Attachments: University Memo on Exit Survey Use (rev. 5.14.2019).pdf, image003.jpg

From the Office of Diversity & Equity

Effective May 20, 2019, in collaboration with the Human Resource Department, the WCSU Office of Diversity and Equity (“ODE”) will begin administering online exit surveys for employees who are separating from the University. The online exit survey is designed to obtain feedback from departing employees, provide an invaluable source of information to measure our success and reach university goals to help WCSU improve the work environment. A review and summary of the feedback will provide the needed insight to the university administration and/or to department managers.

The departing employee’s name and/or identifying information will be kept confidential and not be revealed to a supervisor and/or department. Honesty is greatly appreciated and all opinions are valued. If there is a particular item a user does not feel comfortable responding to, you will be instructed to leave it blank and go on to the next item. However, we do highly encourage all users to try to complete all items of the online exit survey. Should any employee have questions about the online exit survey, please feel free to call the WCSU Office of Diversity and Equity at (203) 837-8444.

Thank you,

Office of Diversity & Equity

OFFICE OF DIVERSITY & EQUITY

Western Connecticut State University
University Hall, Suite 202
181 White Street, Danbury, Connecticut 06810
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OFFICE OF DIVERSITY & EQUITY

MEMORANDUM

TO: All Faculty and Staff

FROM: Jesenia Minier-Delgado
Chief Diversity Officer

DATE: May 14, 2019

RE: Use of Electronic Exit Survey

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Thank you,

Office of Diversity & Equity

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University Policies and Procedures (/diversity/policies-procedures/)

Exit Interview Questionnaire

Last Name: First Name: Middle Initial:

Current Position: Department: Immediate Supervisor:

Initial Employment Date: Last Day of Employment: Gender: Female Male Other

1. Please indicate reason(s) below, which contributed to your decision to resign your current position?

Salary Personal Return to School Relocation Military Job Advancement Benefits Job Eliminated/Termination Retirement Academic/Work Climate Other (please explain below)

2. Was there a specific event or issue that prompted your resignation?

Yes No

3. Please rate the following regarding your current position:

	Excellent	Above Average	Average	Below Average	Very Poor
Quality of training received for your position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Satisfaction and Enjoyment in your current position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working relationship with fellow employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation among different departments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Opportunity for advancement and promotion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Appreciation and recognition for achievements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall workload for position.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Please rate the following regarding management:

	Excellent	Above Average	Average	Below Average	Very Poor
Treats staff with respect and dignity.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Values feedback and suggestions.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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[Contact Us \(/diversity/contact-us/\)](#)

Adequately handles complaints and grievances.

Administers policies and practices in a consistent manner.

Encourages a cooperative atmosphere.

5. Did you encounter any problems in your current position?

Yes
 No

Either yes or no, how would you describe the academic or working environment at WCSU? In what ways did these environments contribute to either your satisfaction or dissatisfaction with the job? Please briefly explain:

6. Do you have any suggestions for improving WCSU? (Optional)

7. Was the Office of Human Resources helpful during your employment? (Optional)

Yes
 No

Either yes or no, please briefly explain:

8. In your perspective do you believe supervisors or administrators gave you an opportunity to voice any concerns?

Yes
 No

9. Do you feel that you were treated equally by your coworkers and supervisors in regards to race, religion, gender, etc.?

Yes
 No

10. Did you experience and/or witness any behavior or conduct that would be considered harassment or discrimination?

Yes
 No

11. Based on your experience at WCSU, would you recommend this job to a friend, relative, etc. ?

Yes
 No

12. Would you reapply if a future opportunity arose?

Yes
 No

Contact Information (Optional)

Email:

Phone Number:

Please add any additional comments:

Date/Time:

Thank you for participating in the Exit Interview Questionnaire and telling us about your experience at Western Connecticut State University. Good Luck in your future endeavors!

Submit

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- ▶ [Faculty & Staff \(/facultystaff/\)](/facultystaff/)
- ▶ [Donors & Friends \(/ia/\)](/ia/)
- ▶ [Colonial Sports Fans \(http://wcsuathletics.com\)](http://wcsuathletics.com)

Quick Links

- ▶ [A to Z Index \(/azindex.asp\)](/azindex.asp)
- ▶ [Maps & Directions \(/directions/\)](/directions/)
- ▶ [Academics \(/academics/\)](/academics/)
- ▶ [Athletics \(http://wcsuathletics.com\)](http://wcsuathletics.com)
- ▶ [Blackboard Learn \(/technology/elearning/\)](/technology/elearning/)

Contact us

- 📍 [Western Connecticut St
181 White Street
Danbury, CT 06810](#)
- ☎ [203-837-9000](tel:203-837-9000)
- ✉ [Contact the University \(](#)

Copyright © 2018 Western Connecticut State University | [Non-Discrimination Notice \(/non-discrimination-notice.asp\)](/non-discrimination-notice.asp) |

[Anonymous Incident Report \(/police/anonymous-incident-report.asp\)](/police/anonymous-incident-report.asp)

[ⓧ \(http://www.twitter.com\)](http://www.twitter.com)

[f \(http://www.facebook.com\)](http://www.facebook.com)

[Ⓜ \(http://www.youtube.com/wes\)](http://www.youtube.com/wes)

[in \(https://www.linkedin.com/edu/western-connecticut-university-18041\)](https://www.linkedin.com/edu/western-connecticut-university-18041)

[g+ \(https://plus.google.com\)](https://plus.google.com)

Section L

Element No. 12

DISCRIMINATION
COMPLAINT
PROCESS

Sec. 46a-68-89

Discrimination Complaint Process

Under Section 46a-68-89(a) of the Affirmative Action Regulations of Connecticut State Agencies, the University has an established system to process and resolve employee allegations of discrimination consistent with Chapters 67 and 68 of the Connecticut General Statutes. The system provides for the expeditious resolution of complaints to assure that legal options for filing complaints are not foreclosed.

The University's Discrimination Complaint Process includes:

- (1) Periodic training in counseling and grievance investigation for agency designated personnel;
 - (2) Confidential counseling and procedures for informal resolution at the institution by the Chief Diversity Officer;
 - (3) Notice to employees that the university discrimination complaint process is available;
 - (4) A guarantee of no retaliation for the exercise of rights granted pursuant to the Connecticut General Statutes;
 - (5) Advisement of legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities ("CHRO"); United State Equal Employment Opportunity Commission ("EEOC"); United States Department of Education Office of Civil Rights ("OCR"); United States Department of Labor ("DOL"), Wage and Hour Division; and any other agencies, state, federal, or local, that enforce laws concerning discrimination in employment or public services.
 - (6) Time frames not exceeding ninety (90) days for filing, processing and resolution of such matters.
- (b) The University maintains all records of grievances and dispositions and such records are reviewed on a regular basis by the Western Connecticut State University ("WCSU" or "University") Office of Diversity and Equity ("ODE") to detect any patterns in the nature of the grievances. The records maintained are kept confidential except where disclosure is required by law.
- (c) The University's Affirmative Action Plan contains a summary of the employee discrimination complaints alleged, the results thereof, and the length of time taken to resolve the complaint. Where informal allegations have resulted in complaints to enforcement agencies, the University's Affirmative Action Plan provides information on the number of such complaints, investigating agency, whether such matters are currently pending or the outcome thereof. All records relevant to complaints filed under this section are maintained by the agency for examination by the CHRO.

Enclosed is the completed Form #89A (Discrimination Complaint Log) with the filed University's internal complaints, reported allegations, the length take to resolve the complaint, and the results thereof, during the reporting period. This form includes complaints filed and action taken with outside enforcement agencies.

On January 30, 2018, the WCSU Office of Diversity and Equity ("ODE") developed in its general website and content a detailed repository of the most current and relevant policies, procedures and contacts to all members of the university community and community at large.

DISCRIMINATION COMPLAINT AGENCIES

Under Section 46a-68-89 (a) (b) (c) of the Affirmative Action Regulations of Connecticut State Agencies, an individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the Western Connecticut State University ("WCSU" or "University") Internal Discrimination Complaint Process and file a complaint of discrimination with the following external agencies:

1. The Connecticut Commission on Human Rights & Opportunities:

Capitol Region
450 Columbus Blvd.
Hartford, Connecticut 06103
Tel: (860) 566-7710

Eastern Region
100 Broadway
Norwich, Connecticut 06360
Tel: (860) 886-5703

Southwest Region
350 Fairfield Avenue, 6th Floor
Bridgeport, Connecticut 06604
Tel: (203) 579-6246

West Central Region
Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, Connecticut 06702-2004
Tel: (203) 805-6530

Complaints should be filed with the Commission on Human Rights and Opportunities no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunities Commission

John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, Massachusetts 02203
Tel: (617) 565-3200

Complaints should be filed with the Equal Employment Opportunities Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the

Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

Alternatively:

3. Connecticut Permanent Commission on the Status of Women

18-20 Trinity Street
Hartford, Connecticut 06106
Tel: (860) 240-8300

4. State of Connecticut: Employee Grievance Procedure

Contact Human Resources Office or union representatives for Grievance forms and/or procedures.

5. Regulation of Wages Division, Connecticut Labor Department

200 Folly Brook Boulevard
Wethersfield, Connecticut 06109
Tel: (860) 566-3450

6. Wage and Hour and Public Contracts Division

United States Labor Department
135 High Street
Hartford, Connecticut 06103
Tel: (860) 240-4277

7. U.S. Department of Education, Office for Civil Rights

33 Arch Street
Ninth Floor
Boston, Massachusetts 02110
Tel: (617) 289-0111
Fax: (617) 289-0150

DISCRIMINATION COMPLAINT AGENCIES

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100 Broadway
Norwich, Connecticut 06360
Tel: (860) 886-5703

Southwest Region
350 Fairfield Avenue, 6th Floor
Bridgeport, Connecticut 06604
Tel: (203) 579-6246

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Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, Connecticut 06702-2004
Tel: (203) 805-6530

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33 Arch Street
Ninth Floor
Boston, Massachusetts 02110
Tel: (617) 289-0111
Fax: (617) 289-0150

Section L

Element No. 12

DISCRIMINATION
COMPLAINT
PROCESS

Sec. 46a-68-89

(ATTACHMENTS AND DOCUMENTATION)

DISCRIMINATION COMPLAINT LOG

AGENCY: WESTERN CONNECTICUT STATE UNIVERSITY

REPORTING DATE: March 31, 2019

NUMBER	COMPLAINANT RACE/SEX	DATE FILED	TYPE*	ACCUSED**	BASIS CLAIMED	FINDING	RESOLUTION	LENGTH OF TIME TO RESOLVE
1	Black/Female (Student)	4/10/18	Within Agency (Internal)	Student and Employee	Gender Identity	No Probable Cause	No Action Taken	60 days
2	Black/Male (Employee)	5/15/18	Within Agency (Internal)	Employee	National Origin	No Probable Cause	No Action Taken	90+ days
3	Anonymous (Student)	5/22/18	Within Agency (Internal)	Employee	Sexual Harassment	Probable Cause	Termination	60 days
4	White/Male (Employee)	5/1/18	CHRO (External)	Employee	Veteran Status	Mediation	Settlement Agreement	60 days
5	Black/Male (Student)	9/13/18	Within Agency (Internal)	Employee	Disability/Race	Probable Cause	Counseling/Training of Employee	90 days
6	Black/Female (Student)	9/19/18	Within Agency (Internal)	Student	Sexual Harassment	Probable Cause	Withdrawn	5 days
7	White/Female (Employee)	12/19/18	Within Agency (Internal)	Employee	Sexual Harassment	Probable Cause	Counseling/Training of Employee/Department	60 days
8	White/Male (Student)	2/8/19	Within Agency (Internal)	Employee	Sexual Harassment	No Probable Cause	No Action Taken	21 days
9	White/Male (Student)	3/8/19	Within Agency (Internal)	Employee	Sexual Orientation	Investigation Ongoing	N/A	30+ days
10	Anonymous (Student)	3/29/19	Within Agency (Internal)	Employee	Sexual Harassment	No Probable Cause	Counseling/Training of Employee/Department	15 days

*Internal (Within Agency) or External (CHRO, DOL, EEOC, etc.)
 **Co-worker, Supervisor, Manager, etc.



ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ___/___/___

COMPLAINT NO.: _____

INTAKE INITIALS: _____

OFFICE OF DIVERSITY & EQUITY

DISCRIMINATION COMPLAINT FORM

INSTRUCTIONS: Please provide all of the information requested. It is highly encouraged that you be as specific as possible when discussing incident(s) by including date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident(s). To investigate your complaint, it will be necessary to interview you (Complainant), the alleged accused and any witnesses with direct knowledge of the allegations or defenses. The Office of Diversity and Equity will notify all persons involved in the investigation that all communications are confidential and that unauthorized disclosure of information concerning the investigation could result in disciplinary action. The complaint is not limited to the space provided. You are encouraged to attach additional materials which may assist in the investigation process. Please note that the information provided on this and/or any other form is not considered an official complaint unless it is signed by you and dated.

COMPLAINANT INFORMATION:

Complainant's Name: _____
First Name MI Last Name

Home Address: _____
City State Zip Code

Work Address: _____
City State Zip Code

Telephone: () _____ Home Work Mobile Other: _____
Telephone: () _____ Home Work Mobile Other: _____
Telephone: () _____ Home Work Mobile Other: _____

Email Address: _____ Alternate Email: _____

Please identify one (or more) preferred Mode(s) of Contact: Phone Call Email Letter

COMPLAINT DETAILS:

Complaint Status: Applicant Faculty Admin./Staff Student/Student Employee External (Non-Campus Related) Other: _____

Complaint Type: Discrimination Harassment Hostile Work/Academic Environment Retaliation

Basis: Age Ancestry Color Criminal Record (State Employment) Gender Identity (or Expression) Intellectual Disability Learning Disability Physical Disability Marital Status Mental Disorder National Origin Sex (Including Pregnancy or Sexual Harassment) Sexual Orientation Race Religious Creed

Terms and Conditions of Academic/Employment Status

Assignments Performance Evaluation Transfer
 Benefits/Leave Promotion Salary/Compensation
 Demotion/Discharge Testing Unknown Conditions
 Employment/Hiring Training Opportunities Working Conditions

Under "Unknown Conditions", please specify: _____



ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ___ / ___ / ___

COMPLAINT NO.: _____

INTAKE INITIALS: _____

OFFICE OF DIVERSITY & EQUITY

Respondent Information

Name of person(s) (called the Respondent(s) you believe have subjected you to the conduct described in your complaint. When asking about affiliation/relationship, this is information as it relates to your contact (i.e., if the Respondent is a supervisor, co-worker, student, faculty, etc.). Timeframe is asking about the length of time you have known the Respondent(s).

Respondent's Name: _____
First Name MI Last Name

Respondent Status: Applicant Admin./Staff External (Non-Campus Related)
 Faculty Student/Student Employee Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: Applicant Admin./Staff External (Non-Campus Related)
 Faculty Student/Student Employee Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: Applicant Admin./Staff External (Non-Campus Related)
 Faculty Student/Student Employee Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: Applicant Admin./Staff External (Non-Campus Related)
 Faculty Student/Student Employee Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: Applicant Admin./Staff External (Non-Campus Related)
 Faculty Student/Student Employee Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Add additional pages, as needed



ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ___/___/___

COMPLAINT NO.: _____

INTAKE INITIALS: _____

OFFICE OF DIVERSITY & EQUITY

COMPLAINT DESCRIPTION:

Please explain the specifics and/or situation(s) that resulted in your allegation(s):

Describe why you believe the incident(s) you described were related to the identified basis of your complaint:

List and describe all documents, e-mails, records, materials and/or evidence pertaining to your complaint:

Describe the corrective action you are seeking:

List the identified witnesses to the above described incident(s):

Witness 1.	_____	_____	_____
	<small>Name</small>	<small>Relationship</small>	<small>Contact Information</small>
Witness 2.	_____	_____	_____
	<small>Name</small>	<small>Relationship</small>	<small>Contact Information</small>
Witness 3.	_____	_____	_____
	<small>Name</small>	<small>Relationship</small>	<small>Contact Information</small>
Witness 4.	_____	_____	_____
	<small>Name</small>	<small>Relationship</small>	<small>Contact Information</small>
Witness 5.	_____	_____	_____
	<small>Name</small>	<small>Relationship</small>	<small>Contact Information</small>
Witness 6.	_____	_____	_____
	<small>Name</small>	<small>Relationship</small>	<small>Contact Information</small>

Add additional pages, as needed



ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ___ / ___ / ___

COMPLAINT NO.: _____

INTAKE INITIALS: _____

OFFICE OF DIVERSITY & EQUITY

Complaint Acknowledgment

I, _____, understand that, regardless of any contact with the Office of Diversity and Equity, I also retain the right to file an external complaint of discrimination or discriminatory harassment with the Connecticut Commission on Human Rights and Opportunities (CHRO), United States Equal Employment Opportunity Commission (EEOC) and/or the United States Department of Education Office of Civil Rights (OCR). Furthermore, I understand the relevant timeline for filing with these agencies varies from 180 days to 300 days from the date of the alleged discriminatory act/actions, and is independent of any internal complaint filed with the Office of Diversity and Equity.

I, _____, understand that under state and federal law, as a Complainant, I may not be retaliated against with regards to my prospective or current employment status, for filing a discrimination complaint, participating in an investigation or opposing an unlawful discriminatory practice.

I, _____, hereby attest that the facts asserted in this complaint are true and accurate, and that I have been advised of the other avenues of appeal/redress:

Complainant Signature _____

Date _____

Please forward this form and any evidence pertaining to your complaint to the Office of Diversity and Equity upon completion to:

Office of Diversity and Equity
Western Connecticut State University
181 White Street
University Hall, Suite 214
Danbury, Connecticut 06810

If you have any additional questions or would like to schedule an appointment to submit this form, please contact a member of the Office of Diversity and Equity at (203) 837-8444.



**OFFICE OF DIVERSITY AND EQUITY
WITHDRAWAL FORM**

NOTE: Any filed action, including a discrimination complaint form, may be withdrawn at any time during the informal resolution and/or investigation process. Only the Complainant may withdraw a filed inquiry, complaint or request. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with any filed investigation, if it is warranted. In a case where the University decides to continue with a filed investigation, the Complainant will be notified. In either event, as it pertains to complaint investigations, the Respondent/Accused will also be notified in writing that the Complainant has withdrawn a filed complaint and/or whether University officials determined that continuation of an investigation is warranted for corrective purposes.

Today's Date: ___/___/___

BANNER ID: _____

Name of Complainant/Requestor: _____
(First Name) (MI) (Last Name)

If the Complainant/Requestor is an Employee/Faculty:
Department Name: _____
Office Title: _____ Office Location: _____

I, _____, voluntarily request to withdraw one or more of the identified action(s) with the university's Office of Diversity and Equity:

- EEO Inquiry – Informal Complaint/Review
- University Discrimination Complaint Form
- Request for Reasonable Accommodation for a Medical Disability
- Request for Reasonable Accommodation for Religious Observance in the Workplace
- Other: _____

Please describe/state your reason for this withdrawal:

Complainant/Requestor's Signature: _____



OFFICE OF DIVERSITY AND EQUITY

UNIVERSITY POLICY IMPLEMENTATION ON NON-DISCRIMINATION

I. CONNECTICUT STATE COLLEGES AND UNIVERSITIES AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As the statewide policy making authority for public higher education in Connecticut, the Connecticut State Colleges and Universities (CSCU) is committed to leading, by example, in the areas of equal employment opportunity and affirmative action. Additionally, the Connecticut State Colleges and Universities has been charged by state statutes to promote representative racial and ethnic diversity among the students, faculty administrators and staff at public institutions of higher education. The Connecticut State Colleges and Universities (CSCU) policies also advances compliance with Title IX requirements and the Americans with Disabilities Act (ADA) at all Connecticut State Colleges and Universities. Equal employment opportunity and affirmative action are essential to achieving higher education's goals of academic excellence and equity.

The Connecticut State Colleges and Universities (CSCU) recognizes that affirmative action is positive action undertaken with diligence and conviction to:

1. Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and;
2. Achieve the full and fair participation of all protected class members found to be underutilized in the workplace, or adversely impacted by policies or practices.

The Connecticut State Colleges and Universities (CSCU) deems equal employment opportunity to be the education or employment of individuals without consideration of race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of mental disability), gender identity or expression, sexual orientation, transgender status, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The Connecticut State Colleges and Universities (CSCU) will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the Connecticut State Colleges and Universities (CSCU) will not unlawfully discriminate against persons with a prior criminal conviction. Equal employment opportunity is the purpose and goal of affirmative action.

It is the policy of the Connecticut State Colleges and Universities to administer all personnel policies in manners that insure that there is no discrimination based upon race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national



OFFICE OF DIVERSITY AND EQUITY

origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of mental disability), gender identity or expression, genetic information, sexual orientation, transgender status, criminal record, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions.

The Connecticut State Colleges and Universities recognizes the hiring difficulties experiences by persons with disabilities and by many older persons. If necessary, program goals shall be established with the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair participation of such persons in the workforce.

The Connecticut State Colleges and Universities shall explore alternative approaches wherever personnel practices have a negative impact on protected classes and establish procedures for the extra effort deemed necessary to assure that the recruitment and hiring of protected group members reflect their availability in the job market. To this end, the Connecticut State Colleges and Universities shall continuously review its personnel policies and procedures to ensure that barriers that unnecessarily exclude protected classes and practices that have a discriminatory impact are identified and eliminated. Recognizing that there are residual effects of past discrimination, the CSCU pledges not only to provide services in a fair and impartial manner, but also establish, through this policy, affirmative action and equal employment opportunity as immediate and necessary objectives throughout all of the Connecticut State Colleges and Universities.

The Connecticut State Colleges and Universities is committed to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner. The Connecticut State Colleges and Universities has an internal discrimination complaint procedure and system to process and resolve grievances.

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.

Dr. John B. Clark, the President of the Western Connecticut State University (WCSU) is committed to successfully implementing the Affirmative Action Plan and goals within timetables set forth. The President assures that all employees, especially managers and supervisors understand the policies and their responsibilities for implementing such and take positive steps to ensure compliance with the Affirmative Action Plan, AA/EEO policies, procedures and programs and also Americans with Disabilities Act (ADA) and Title IX requirements and mandates.

Effective July 7, 2017, Mrs. Jesenia Minier-Delgado has been appointed to serve as the Chief Diversity Officer and is responsible for overseeing the Office of Diversity and Equity and to



OFFICE OF DIVERSITY AND EQUITY

monitor and execute the Affirmative Action and Equal Employment Opportunity programs at the University. Mrs. Minier-Delgado is the University's full-time Affirmative Action Officer. To this end, the Chief Diversity Officer shall be concerned with equitable treatment to all in the University community. Mrs. Minier-Delgado is located at the Midtown Campus, University Hall 217, 181 White Street, Danbury, Connecticut, 06810, and can be reached by telephone at (203) 837-8444 or by email at minierdelgadoj@wcsu.edu. Employees and others who wish to file a complaint of discrimination pertaining to Western Connecticut State University may do so by contacting Mrs. Minier-Delgado.

II. Definitions of Prohibited Conduct¹

Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

Harassment is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by University Policy on Sexual Misconduct Reporting, Support Services and Processes linked at <http://www.ct.edu/files/pdfs/hr-policy-sexual-misconduct.pdf>.

Retaliation is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

III. Discrimination and Retaliation Complaints

WCSU is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. The Chief Diversity Officer (or an assigned designee) shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable to the University.

¹ As a public university system, WCSU adheres to federal and state laws and regulations regarding non-discrimination and affirmative action. Should any federal or state law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.



OFFICE OF DIVERSITY AND EQUITY

IV. Academic Freedom

This Policy shall not be interpreted so as to constitute interference with academic freedom.

V. Responsibility for Compliance

The President will have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her school, department or unit if he or she becomes aware of conduct or allegations of conduct that may violate this Policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.



OFFICE OF DIVERSITY AND EQUITY

DISCRIMINATION COMPLAINT PROCEDURES

1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly. Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

- a) Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer.
- b) Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in the University Policy on Sexual Misconduct Reporting, Support Services and Processes linked at <http://www.ct.edu/files/pdfs/hr-policy-sexual-misconduct.pdf> and the [CSCU Discrimination Complaint Policy and Procedures](#).
- c) There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in the procedures on Reasonable Accommodation. (must include drafted link upon approval)

2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination and/or retaliation should promptly contact the Chief Diversity Officer to discuss their concerns, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the Complainant has encountered or the University conducting a full investigation. Based on the facts of the complaint, the Chief Diversity Officer may also advise the Complainant that his or her situation is more suitable for an alternate resolution.

3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination and/or retaliation should be provided with a copy of the University's newly revised discrimination complaint form. Complaints should be made in writing whenever possible, including in cases where the Complainant is seeking an informal resolution.



OFFICE OF DIVERSITY AND EQUITY

4. Informal Resolution

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the respondent and suspends the complaint process for up to thirty (30) calendar days, which can be extended upon consent of both parties, at the discretion of the Chief Diversity Officer.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) calendar days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation. If no informal resolution of a complaint is reached, the Complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.

5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed. It is recommended that the intake and investigation include the following, to the extent feasible:

a) Interviewing the Complainant

In addition to obtaining information from the Complainant (including the names of any possible witnesses), the Complainant should be informed that an investigation is being commenced, that interviews of the Respondent and possibly other people will be conducted, and that the President will determine what action, if any, to take after the investigation is completed.

b) Interviewing the Respondent

In addition to obtaining information from the Respondent (including the names of any possible witnesses), the Respondent should be informed that a complaint of discrimination has been received and should be provided a copy of the complaint unless circumstances



OFFICE OF DIVERSITY AND EQUITY

warrant otherwise. Additionally, the Respondent should be informed that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. A Respondent employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The Respondent must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under this policy and federal, state, and city laws. The Respondent should be informed that if retaliatory behavior is engaged in by either the Respondent or anyone acting on his/her behalf, the Respondent may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the Respondent is a student.

c) Reviewing other evidence

The Chief Diversity Officer should determine if, in addition to the complainant, the respondent, and those persons named by them, there are others who may have relevant information regarding the events in question, and speak with them. The Chief Diversity Officer should also review documentary evidence that may be relevant to the complaint.

6. Withdrawing a Complaint

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the Complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

In either event, the Respondent must be notified in writing that the Complainant has withdrawn the complaint and whether University officials have determined that continuation of the investigation is warranted for corrective purposes.

7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of a complaint should be completed within ninety (90) calendar days of the receipt of the complaint.



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8. Action Following Investigation of a Complaint

- a) Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President. In the event that the Respondent or Complainant are student, the Chief Diversity Officer will also report his or her findings to the Chief Student Affairs Officer and the Office of Judicial Affairs (if action is needed).
- b) Following such report, the President will review the "investigation report" and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the Respondent under applicable University by-laws and/or collective bargaining agreements.
- c) The Complainant and the Respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.
- d) The President will sign a form that will go into each investigation file, stating what, if any, action will be taken pursuant to the investigation.
- e) If the President is the Respondent, the CSCU System Office will appoint an Investigator who will report his/her findings to the CSCU President. The CSCU President will determine what action will be taken, and such decision will be final.

9. Immediate Preventive Action

The President may take whatever action is appropriate to protect the University community in accordance with applicable University by-laws and collective bargaining agreements.

10. False and Malicious Accusations

Members of the University community who make false and/or malicious complaints of discrimination, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to immediate, corrective action.

11. Anonymous Complaints

All complaints will be taken seriously, including anonymous complaints. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

Section M
Element No. 13

GOALS
ANALYSIS
Sec. 46a-68-90

Goals Analysis

Under Section 46a-68-90(a) of the Regulations of Connecticut State Agencies, the University has prepared a report on all activity undertaken, including progress made toward those ends, to achieve the hiring, promotion and program goals contained in the University's previous affirmative action plan. The University's long-standing hiring process whereby search committees, hiring supervisors, and the Chief Diversity Officer (in conjunction with designated representatives of the Human Resources Department) work closely together in the filling of new, open (and/or vacated) positions. This is standard University practice for the filling of all positions. This practice provides the Chief Diversity Officer with the necessary first-hand selection and hiring information that is vital to both Affirmative Action Plan preparation and the Chief Diversity Officer's responsibility to carefully scrutinize the University's hiring activity. Every good faith and affirmative action effort has been made to meet goals. Each goal has been separately addressed as required, and where goals are not met, this section includes the affirmative action involvement as well as search details. The established hiring and selection process at the University is as follows:

The Chief Diversity Officer works with each Hiring Supervisor, Search Committee Chairperson and members of each designated search committee for all hires throughout the hiring process and reviews applications for all positions. When it is determined that goal candidates or other candidates do not meet the qualification requirements for a position, or applicants are not being considered for an interview, extensive communication takes place and the Chief Diversity Officer meets with either (or both) the Search Committee Chairperson and/or Hiring Supervisor and carefully scrutinizes the hiring process, in accordance with the Affirmative Action Regulations and the Chief Diversity Officer's monitoring responsibilities. The agreed upon selection criteria, interview questions and other factors continue to be carefully scrutinized both with the Hiring Supervisor and the Search Committee Chairperson. It is a standard practice that the Chief Diversity Officer (in conjunction with designated representatives of the Human Resources Department), Search Committee Chairperson, and the Hiring Supervisor mutually agree on the applicant/selection criteria, all sets of structured interview questions/alternate interview processes, and a review of the final candidate(s) for a position offer.

This University practice ensures non-discrimination in the application review, all aspects of the structured interview and selection process and the necessary first-hand communication with the Chief Diversity Officer between the hiring supervisor and the Search Committee throughout the hiring process. The University will continue this practice. No hiring takes place until the Chief Diversity Officer (in conjunction with designated representatives of the Human Resources Department) and the Search Committee Chairperson, and Hiring Supervisor carefully review and scrutinize the hiring for each position from beginning to end.

- (b) For each job search, the University provided an analysis on the race and gender of:
 - (1) the total applicant pool;
 - (2) the qualified applicant pool; and
 - (3) the applicants interviewed,
- (c) If a goal *was* met, the University will identify the applicant as a goal candidate. No other information will be submitted.
- (d) If a goal *was not* met, the University provides a narrative outlining the University's good faith efforts to achieve that goal by explaining why each goal candidate was eliminated. For each unmet goal, organized by job search, a detailed narrative is prepared and each section discussed about each goal applicant in detail and as a complete course of action during each job search.

HIRING GOALS

Reporting Period - April 1, 2018 – March 31, 2019

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there were two (2) critical searches that were conducted and executed in the Executive/Administrative/Managerial occupational category.

EXECUTIVE/ADMINISTRATIVE/MANAGERIAL

Goal(s) (4): 2 WF, 1 BF, 1 HM

Hire(s) (2): 1 WM and 1 WF

DEAN, MACRICOSTAS SCHOOL OF ARTS AND SCIENCES

Selection(s): 1 White Female (goal candidate)

The Macricostas School of Arts and Science values quality teaching, scholarship and creative activity. The school serves approximately 1,958 undergraduate and 71 graduate students. The School offers twenty-one undergraduate majors and five graduate majors. Western Connecticut State University (“WCSU”) is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of diverse racial, ethnic, and national groups, veterans and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. For more information on the Macricostas School of Arts and Sciences, please review the provided link at <http://www.wcsu.edu/sas/>.

WCSU is located in Danbury, a city in Fairfield County, 50 miles north of New York City. The University is located on two campuses and serves over 5,000 undergraduate and 600 graduate students. WCSU is one of four comprehensive universities that comprise the Connecticut State University System. WCSU is divided into the Macricostas School of Arts & Sciences, School of Professional Studies, School of Visual & Performing Arts, and Ansell School of Business. For more information, please visit: www.wcsu.edu

Position Summary: The Dean will be responsible for promoting, developing, and sustaining the School's educational, scholarly, and public service programs. The Dean provides collegial leadership and consensus building for faculty organized into 13 departments – Biological & Environmental Sciences; Chemistry; Communication & Media Arts; Computer Science; English; History & Non-Western Cultures; Mathematics; Philosophy & Humanistic Studies; Physics, Astronomy & Meteorology; Psychology; Social Sciences; World Languages & Literature; and Writing, Linguistics, and Creative Process. The Dean of the Macricostas School of Arts and Sciences reports to the Provost/Vice President for Academic Affairs.

Qualifications: A record of significant teaching, scholarship, or creative activity, including an earned doctorate in a field appropriate to the School's curricula. Substantial academic administrative experience such as chairperson, program director or the equivalent, including experience in enrollment and fiscal management. Experience in academic program development, curricular design and assessment. Experience with accreditation processes. Experience working with a variety of educational platforms, such as online, hybrid and other digital strategies is preferred. Demonstrated ability to communicate effectively, problem solve, and maintain good

working relationships with all internal and external constituencies of the University. Experience working with a diverse student constituency and evidence of commitment to student success. Experience with campus governance, collective bargaining agreements, faculty selection and faculty evaluation is preferred. Experience in obtaining external grants and fundraising is preferred.

APPLICANT BREAKDOWN

Fifty applicants (50) Applied: 18 WM, 6 WF (goal candidate), 1 HM (goal candidate), 14 OM and 11 OF, which constituted the applicant pool for this executive/administrative management search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a cover letter outlining the applicant's potential to contribute to the advancement of the Macricostas School of Arts and Sciences and the University and describe how he/she experience corresponds with the requested qualifications, a current curriculum vitae as well as the names, addresses, e-mail addresses and the telephone numbers of at least four (4) professional references.

During the review of application materials, the search committee precluded the following applicants:

Twenty-three (23) applicants did not have the doctoral degree in a field appropriate to the School's curricula: 8 WM, 3 WF, 7 OM, 4 OF

Twenty-three (23) applicants did not have the minimal assessment experience and/or proper evidence and/or experience in teaching and/or shared governance in an administrative position: 2 WM, 2 WF, 7 OM and 7 OF

Four (4) applicants 2 WM, 1 WF (goal candidate), and 1 HM (goal candidate) were extended in-person interviews. The in-person interviews consisted of the following schedule:

Meet Search Committee– Midtown Campus Student Center Lobby

8:30 - 9:45 a.m.	Breakfast with Search Committee
10:00 – 10:30 a.m.	Benefits Overview with the Human Resources Department
10:45 – 11:45 a.m.	Meet and Greet with the WCSU Academic & Student Affairs Deans
12:00 – 1:15 p.m.	Lunch with Presidential Senior Staff
1:30 – 2:30 p.m.	Open Forum with Faculty, Staff & Students
2:45 – 3:45 p.m.	Meet and Greet with Dr. John B. Clark – President's Office
4:00 – 4:45 p.m.	Visit to the Office for the Macricostas School of Arts and Sciences & Midtown Campus Tour with Search Committee Host
5:00 – 5:45 p.m.	Westside Campus Tour with Search Committee Host
6:00 p.m.	Dinner with Chief Human Resources Officer & Provost/Vice President for the Division of Academic Affairs

Of the four finalists, three (3) applicants: 2WM and 1 HM were precluded from the search.

In the in-person campus interview, one (1) WM, did not clearly articulate the level of professional experience in designing assessment plans, sustained leadership goals for the various academic

departments Macricostas School of Arts and Sciences, and have a clear understanding of emerging trends in higher education to the search committee and the University community.

In the in-person campus interview, one (1) WM, did not clearly articulate the level of professional experience in working on and designing assessment plans, sustained leadership goals for the various academic departments Macricostas School of Arts and Sciences.

In the in-person campus interview, one (1) 1 HM (goal candidate), did not clearly articulate the level of professional experience in creating mentorship programs and sustained leadership goals for the various academic departments for the Macricostas School of Arts and Sciences to the search committee and the University community.

The selected candidate, one (1) WF (goal candidate), clearly articulated a demonstrated understanding in serving in executive roles in Academic Affairs and having over 20 years of leadership experience related as a Department Chairperson, Faculty Senate Chairperson and having served in administrative roles in an academic setting. The selected candidate (goal candidate) had a concise vision for leading the Macricostas School of Arts and Sciences at WCSU. The applicant (WF) (goal candidate) also possessed clear experience in developing and creating a variety of faculty mentorship programs related to an inclusive academic environment. The applicant clearly explained how to monitor and streamline strategies for assessment plans from her academic experiences in Pennsylvania, Virginia and Washington D.C. The applicant has also worked directly under a Provost/Vice President of Academic Affairs as a university fellow for academic excellence at Shenandoah University. In this capacity, the selected applicant had been a member of the senior academic leadership team, assisting the vice president for academic affairs in many areas including university program accreditation reaffirmation, strategic planning, and faculty and curriculum development. She also administered the honor code and created and led a series of diversity initiatives. The applicant (WF) (goal candidate) also possess experience in teaching, pedagogy and student curriculum assessment. The applicant has excellent written and oral communication skills. This search did meet a hiring goal, and the University is proud to offer represented diversity in the Executive/Administrative category with the executive position.

DEAN, SCHOOL OF PROFESSIONAL STUDIES (“SPS”)

Selection(s): 1 White Male

The School of Professional Studies (“SPS”) is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. For more information on the School of Professional Studies, please review the provided link at www.wcsu.edu/sps/

Western Connecticut State University (“WCSU”) is located in Danbury, a city in Fairfield County, 50 miles north of New York City. WCSU is located on two campuses and serves over 5,000 undergraduate and 600 graduate students. Western is one of four comprehensive universities that comprise the Connecticut State University System. WCSU is divided into the School of Arts & Sciences, School of Professional Studies, School of Visual & Performing Arts, and Ansell School of Business. For more information please visit: www.wcsu.edu

Position Summary: Reporting to the Provost/Vice President for Academic Affairs, the Dean will be responsible for promoting, developing, and sustaining the School's educational, scholarly, and public service programs. The ideal candidate will be a collaborative leader, able to build consensus

The selected candidate, one (1) WM clearly articulated a demonstrated experience in teaching undergraduate courses in oral advocacy, legal and paralegal studies, law enforcement, corrections, and criminology. The selected candidate had a concise teaching pedagogy with a concentration in Law Enforcement. The applicant (WM) also possessed a strong research background and publications on criminal justice related journals. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

Ancell School of Business – Department of Management Information Systems (“MIS”)

Selection(s): 1 White Male

The Ansell School of Business is composed of five business administration departments: Accounting, Finance, Management, Management Information Systems, Marketing, and the Division of Justice and Law Administration (JLA). The degrees offered are Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Healthcare Administration (MHA), as well as a Bachelor of Science in Justice and Law Administration (BS). The Division of Justice and Law Administration offers a Bachelor of Science in Justice and Law Administration. There are options in legal studies, paralegal studies, law enforcement, corrections, and criminology. Our mission is to provide an integration of substantive and practical education in courses of study designed to prepare students for a variety of career choices in law, public service, social systems and private enterprise. For more information on the Ansell School of Business, please review the provided link at www.wcsu.edu/asb/

Position Summary: The successful candidate will teach Organizational Behavior and other related courses offered by the department that could include Leadership, Managing People, or Negotiations. Teaching load may be split between the Bachelor’s programs at our Danbury and Waterbury campuses and the Masters of Business Administration program. In addition, the successful candidate will participate in departmental and university service, engage in scholarly and professional activities, as well as advising and mentoring of students.

Qualifications: An earned doctorate in Management from an AACSB accredited (or equivalent accreditation) is required. Late stage (dissertation proposal approved) ABD in Management from an AACSB accredited (or equivalent accreditation) also considered. College teaching in Organizational Behavior and related courses is preferred. Candidates must present evidence of research and publication and an active agenda of scholarship. Managerial experience is a plus.

APPLICANT BREAKDOWN

Thirty-seven applicants (37) Applied: 7 WM, 3 WF, 1 BM, 3 BF, 3 HM, 2 HF, 9 OM and 9 OF, which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant’s teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Two (2) applicants did not have the minimum qualifications with an earned Ph.D. degree: 1 OM, 1 OF

Thirty-three (33) applicants did not have the minimal experience in teaching management courses and organization behavior courses and/or proper research experience and/or scholarly publications in management and organization behavior: 6 WM, 3 WF, 1 BM, 3 BF, 3 HM, 2 HF, 8 OM, 7 OF

Two (2) applicants 1 WM, 1 OF were extended in-person interviews.

Of the two finalists, one (1) applicant: 1 OF was precluded from the search.

In the in-person campus interview, one (1) applicant: 1 OF articulated the level of academic experience in Organizational Behavior concentration, but not the experience (at an Associate Professor level) in teaching management negotiations courses at the undergraduate level.

The selected candidate, one (1) WM clearly articulated a demonstrated experience in teaching undergraduate courses in Management/Management Negotiations and Organizational Behavior. The selected candidate had a concise teaching pedagogy with a concentration in Management. The applicant (W/M) also possessed a strong research background and publications on Organizational Behavioral related journals. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

School of Professional Studies – Department of Education and Education Psychology

Selection(s): 1 White Male

The School of Professional Studies (“SPS”) is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. The Department of Education and Educational Psychology is one of the signature departments at Western Connecticut State University (“WCSU”) and offers the following degrees in professional fields: a BS in Elementary Education Interdisciplinary Major, BS in Secondary Education, MS in Education Option in Curriculum, MS in School Counseling, MS in Clinical Mental Health, MS in Applied Behavior Analysis, and Ed.D. in Instructional Leadership. Programs are accredited by the Council for the Accreditation of Educator Preparation (“CAEP”), the Council for the Accreditation of Counseling and Related Programs (“CACREP”) and NEASC. For more information on the School of Professional Studies, please review the provided link at www.wcsu.edu/sps/

Position Summary: The successful candidate will be responsible for: teaching courses in the counselor education program primarily in a face-to-face format; appropriate service; engagement in scholarly activity, including research and grant writing; support for Chi Sigma Iota and our local counseling organization; and collaboration with colleagues to conduct program evaluation, CACREP accreditation, and field placement of students.

Minimum Qualifications: Doctorate in counselor education or a closely related field. Experience teaching in counselor education.

Preferred Qualifications: Doctorate from a CACREP accredited doctoral program; experience teaching in a graduate counselor education program; experience as a clinical or school counselor; a record of scholarly publications; and experience in CACREP accreditation. Preference may be shown to candidates with a well-defined research agenda in clinical mental health or school counseling.

APPLICANT BREAKDOWN

Twelve applicants (12) Applied: 2 WM, 2 WF, 1 BM, 1 BF, 1 HM, 1 HF, 2 OM and 2 OF, which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Five (5) applicants did not have the minimum qualifications with an earned Ph.D. degree in counselor education: 1 WM, 1 BM, 1 OM, 2 OF

Five (5) applicants did not have the minimal teaching experience in school counseling and/or counseling education program(s) and/or proper evidence and/or research experience in school counseling and/or counseling education: 2 WF, 1 BF, 1 HM, 1 OM

Two (2) applicants 1 WM, 1 HF were extended in-person interviews.

Of the two finalists, one (1) applicant: 1 HF was precluded from the search.

In the in-person campus interview, one (1) applicant: 1 HF articulated the level of academic experience in counseling education concentration, but not the experience (at an Associate Professor level) in teaching school counseling at the undergraduate level.

The selected candidate, one (1) WM clearly articulated a demonstrated experience in teaching undergraduate courses in (both) school counseling and counseling education programs. The selected candidate had a concise teaching pedagogy with a concentration in School Counseling and Clinical Mental Health. The applicant (WM) also possessed a strong research background and publications on criminal justice related journals. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

ASSISTANT PROFESSOR

Goals (10): 1 WM, 2 BM, 2 BF, 2 HM, 3 OF

Hires (12): 5 WM, 4 WF, 2 OM, 1 OF

Macricosta School of Arts of Sciences – Chemistry Department

Selection(s): 1 Other Female (goal candidate)

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors. The Department of Chemistry and Biochemistry offers ACS-certified Bachelor of Arts degrees in Chemistry and in Chemistry with a Biochemistry option. The department also offers a chemistry minor. For more information on the Department of Chemistry, please review the provided link at: www.wcsu.edu/chemistry/.

Position Summary: The successful candidate must be able to teach physical chemistry lecture and laboratory. Teaching duties will include rotation through physical chemistry, freshman general chemistry, and non-majors chemistry courses. It is expected that the appointee will develop an active research program involving undergraduate students. WCSU's small classes allow for student-based teaching and learning and project-based activities. The teaching load for all full-time faculty member is four courses (12 credits) per semester. The successful candidate will be expected to participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity.

Qualifications: Candidates must have a Ph.D. in physical chemistry or related field at time of hire and have a strong commitment to excellence in teaching and undergraduate research. Previous teaching experience is preferred. Preference will be given to candidates whose research involves some aspect of experimental physical chemistry.

APPLICANT BREAKDOWN

Thirty-nine (39) applicants applied: 1 WM (goal candidate), 1 WF, 1 BM (goal candidate), 1 HF, 18 OM and 17 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, a description of research plans (five pages maximum) and a statement of teaching philosophy (two pages maximum); a current curriculum vitae; six (6) copies of unofficial undergraduate and graduate transcripts, and the names and contact information for at least five (5) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Three (3) applicants withdrew their application from consideration before a review was conducted by the search committee: 1 WF, 1 BM (goal candidate), 1 OM

Thirty-three (33) applicants did not meet the minimum qualifications with demonstrated experience in teaching courses related to Chemistry and/or evidence of research and publication in Chemistry and/or Bio-Chemistry and/or an active agenda of scholarship: 1 HF, 17 OM and 15 OF (goal candidates).

One (1) OF (goal candidate) applicant failed to provide the required (5-page) research plan and one graduate transcript for review by the search committee: 1 OF.

Two (2) applicants, 1 WM (goal candidate) and 1 OF (goal candidate) were extended in-person interviews. Of the two finalists, one (1) applicant: 1 WM was precluded from the search.

In the in-person campus interview, one (1) applicant: 1 WM (goal candidate) articulated the level of academic experience in Chemistry concentration, but has not developed the research and scholarly work (at an Assistant Professor level) in Chemistry and/or Bio-chemistry at the undergraduate level.

The selected candidate, one (1) OF (goal candidate) clearly articulated a demonstrated experience in teaching undergraduate courses in (both) Chemistry and Bio-Chemistry programs. The selected candidate had a concise teaching pedagogy with a concentration in Quantum Mechanics and Physical Chemistry. The applicant (OF) also possessed a strong research background and publications on Physical Chemistry related journals. This search did meet a hiring goal, and WCSU welcomed the new hire in the Faculty category

Macricosta School of Arts of Sciences – Communications Department

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors. The Department of Communication & Media Arts offers a Bachelor of Arts degree in Communication Studies and Media Arts. For more information on the Department of Communications, please review the provided link at: www.wcsu.edu/com/.

Position Summary: The successful candidate will have documented experience in teaching introductory and advanced courses in organizational communication, as well as core courses in the major, which include: communication theory, research methods, and senior thesis. Tenure-track faculty are expected to teach eight classes per academic year (4/4), engage in scholarly creative activity appropriate to the discipline, contribute service to the department, school, and university, and participate in relevant professional activity, such as attendance at international, national, and regional meetings of scholarly associations.

Qualifications: Eligible candidates will hold an earned Ph.D. in Communication Studies, or be near completion (ABD) of the same. Documented evidence of teaching experience for courses in Organizational Communication, Communication Theory, Communication Research Methods and Senior Thesis is required. Candidates must also provide evidence of a record of scholarship, and demonstrated involvement in the discipline. WCSU is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

APPLICANT BREAKDOWN

Fifty-six (56) applicants applied: 7 WM (goal candidates), 6 WF, 2 BM (goal candidate), 1 BF, 1 HF, 24 OM and 15 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, fifty-two (52) of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise

and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Fifty-two (52) applicants did not meet the minimum qualifications with demonstrated experience in teaching courses related to Organizational Communications and/or evidence of research and publication in Organizational Communications and/or an active agenda of scholarship: 7 WM (goal candidates), 5 WF, 1 BM (goal candidate), 1 BF, 1 HF, 24 OM, 13 OF (goal candidates)

One (1) applicant failed to provide a completed statement of teaching philosophy for review by the search committee: 1 BM (goal candidate).

Three (3) applicants, 1 WF, 2 OF (goal candidate) were extended in-person interviews. Of the three finalists, two (2) applicant: 2 OF (goal candidate) were precluded from the search.

In the in-person campus interview, 1 OF (goal candidate) articulated the level of academic experience in Media Communications concentration, but has not developed the research, teaching and scholarly work (at an Assistant Professor level) in Organizational Communications at the undergraduate level.

In the in-person campus interview, 1 OF (goal candidate) articulated the level of academic experience in Health Communications concentration, but has not developed the research, teaching and scholarly work (at an Assistant Professor level) in Organizational Communications at the undergraduate level.

The selected candidate, one (1) WF clearly articulated a demonstrated experience in teaching undergraduate courses in Organizational Communication programs. The selected candidate had a concise teaching pedagogy with a concentration in Organizational Communicaitons. The applicant (WF) also possessed a strong research background and publications Public Relations and Organizatoinal Communication related journals. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

Macricosta School of Arts of Sciences – Computer Science Department

Selection(s): 1 Other Male

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. The Computer Science Department's mission is to offer a broad and up-to-date curriculum that provides students with a comprehensive foundation that permits graduates to adapt to new technologies and new ideas. WCSU students benefit from small class sizes and a faculty focus on teaching and learning. The Computer Science Department offers a BS in Computer Science, BA in Applied Computing, Minor in Computer Science, as well as minors in Security, Digital Computer Science, Informatics and Web Development. For more information on the Department of Computer Science, please review the provided link at: www.wcsu.edu/cs/.

Position Summary: The successful candidate will teach both introductory and upper-level Computer Science courses and will be expected to participate in departmental and university

service by taking an active role in developing new curricula, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity. The full-time teaching load is 12 credit hours per semester. Western has a 4/4 teaching load, but class sizes are capped at between 15-38 students each. Small classes allow for student-based teaching and learning and project-based activities. Faculty may apply for course load reduction for research purposes beginning in their second year. Additionally, there are generous travel, research, and other grants competitively awarded each year.

Qualifications: A completed doctorate in Computer Science or a closely related discipline is required at time of application. Also required are a demonstrated proficiency in more than one programming language including C++; ability to teach a wide variety of undergraduate courses, including courses in some of the following areas: programming and software development, networking and communication, information assurance and security, intelligent systems, parallel and distributed computing; proven capability for research, and a record of advancing a research agenda; and, a demonstrated willingness to participate in faculty governance.

Relevant industry or academic experience after obtaining the Ph.D. will be an advantage. The ability to attract external funding will be an advantage. Experience in program assessment will be an advantage. Must display evidence of excellence in teaching at the university level. Excellent written and oral communication skills are required.

APPLICANT BREAKDOWN

Forty-seven (47) applicants applied: 16 WM (goal candidates), 2 WF, 16 OM and 13 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Forty-four (44) applicants did not meet the minimum qualifications with demonstrated experience in teaching courses related to Computer Science and/or evidence of research and publication in Computer Science and/or an active agenda of scholarship: 16 WM (goal candidates), 2 WF, 13 OM and 13 OF (goal candidates).

Three (3) applicants, 3 OM were extended in-person interviews. Of the three finalists, two (2) applicant: 2 OM were precluded from the search.

In the in-person campus interview, 1 OM articulated the level of academic experience in (introductory) Computer Science concentration, but has not developed the research, teaching and scholarly work (at an Assistant Professor level) in (upper level) Computer Science and Applied Computing at the undergraduate level.

In the in-person campus interview, 1 OM articulated the level of academic experience in (general) Computer Science concentration, but has not developed scholarly work (at an Assistant Professor level) in Applied Computing.

The selected candidate, one (1) OM clearly articulated a demonstrated experience in teaching undergraduate courses in the varying areas of Computer Sciences programs. The selected candidate had a concise teaching pedagogy with a concentration in Computer Science, Applied Computing, Web Development, and Digital and Media Development. The applicant (OM) also possessed a strong research background and publications on Computer Science related journals, has successfully attained research grants from Google and IBM. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

School of Professional Studies – Department of Education and Education Psychology

Selection(s): 1 White Female

The School of Professional Studies (“SPS”) is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. The Department of Education and Educational Psychology is one of the signature departments at Western Connecticut State University (“WCSU”) and offers the following degrees in professional fields: a BS in Elementary Education Interdisciplinary Major, BS in Secondary Education, MS in Education Option in Curriculum, MS in School Counseling, MS in Clinical Mental Health, MS in Applied Behavior Analysis, and Ed.D. in Instructional Leadership. Programs are accredited by the Council for the Accreditation of Educator Preparation (“CAEP”), the Council for the Accreditation of Counseling and Related Programs (“CACREP”) and NEASC. For more information on the School of Professional Studies, please review the provided link at www.wcsu.edu/sps/

Position Summary: The successful candidate will be responsible for: teaching Special Education/Applied Behavior Analysis (ABA) courses; coordinating practicum at the graduate and undergraduate level; engaging in scholarly activities, including grant writing, program evaluation, and serving on graduate committees. The ABA courses are primarily via distance learning and special education courses are hybrid format.

Minimum qualifications: Doctorate in special education or related field with a concentration in ABA; Board Certified Behavior Analyst Certificate as stated on the Behavior Analyst Certification Board website (i.e., accrued 1,500 hours of BCBA-supervised field experience and met the BCBA coursework requirement.)

Preferred qualifications: Teaching certification in Special Education; Board Certified Behavior Analyst-Doctoral Level (BCBA-D); scholarly productivity in ABA, including behavioral research; experience teaching courses on behavioral interventions for individuals; active role in ABA-related professional associations; successful college-level teaching and supervision of practicum training activities; experience developing and teaching online courses in ABA; at least one (1) year of experience working in applied settings with individuals on the autism spectrum or other developmental disability.

APPLICANT BREAKDOWN

Twelve (12) applicants applied: 2 WM (goal candidates), 2 WF, 2 BF (goal candidates), 1 HM (goal candidate), 1 HF, 2 OM and 2 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which

outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Eight (8) applicants did not meet the minimum qualifications with demonstrated experience in teaching courses related to Special Educaiton/ABA and/or have a Board Certified Behavior Analyst Certificate: 1 WM (goal candidate), 1 WF, 2 BF (goal candidates), 1 HM, 1 HF, 1 OM and 1 OF (goal candidate).

Four (4) applicants, 1 WM (goal candidate), 1 WF, 1 OM and 1 OF (goal candidate) were extended in-person interviews. Of the four finalists, three (3) applicant: 1 WM (goal candidate), 1 OM and 1 OF (goal candidate) were precluded from the search.

In the in-person campus interview, 1 WM (goal candidate) and 1 OM both articulated the level of academic experience in (introductory) Special Educaiton/ABA teaching concentration, but each candidate had not developed the research, teaching and scholarly work (at an Assistant Professor level) in Special Educaiton/ABA at the undergraduate level.

In the in-person campus interview, 1 OF (goal candidate) articulated the level of academic experience in (general) Special Educaiton/ABA teaching concentration, but has not developed scholarly work (at an Assistant Professor level) in Special Educaiton/ABA teaching and did not have the Board Certified Behavior Analyst Certificate by the time of the application.

The selected candidate, one (1) WF clearly articulated a demonstrated experience in teaching undergraduate courses in the varying areas of Special Educaiton/ABA teaching. The selected candidate had a concise teaching pedagogy with a career as a Special Education Teacher in a diverse community inside of New York City. The selected candidate had research experience in identifying barriers with literacy. Her specializations include literacy, special education, classroom technology, and differentiated instruction with a commitment to support diverse students. Her doctoral studies in Educational Psychology allowed her to research academic reading acquisition with English language learners. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

Ancell School of Business – Division of Justice & Law Administration (JLA) (Ph.D. search)

Selection(s): 1 White Male (goal candidate)

The Ancell School of Business is composed of five business administration departments: Accounting, Finance, Management, Management Information Systems, Marketing, and the Division of Justice and Law Administration (JLA). The degrees offered are Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Healthcare Administration (MHA), as well as a Bachelor of Science in Justice and Law Administration (BS). The Division of Justice and Law Administration offers a Bachelor of Science in Justice and Law Administration. There are options in legal studies, paralegal studies, law enforcement, corrections, and criminology. Our mission is to provide an integration of substantive and practical education in courses of study designed to prepare students for a variety of career choices in law, public service, social systems and private enterprise. For more information on the Ancell School of Business, please review the provided link at www.wcsu.edu/asb/

Position Summary: Teaching assignments will include teaching four (4) courses per semester in our Justice and Law Administration degree program. Scholarly activity is expected. In addition, the successful candidate will participate in departmental and university service, engage in professional activity, as well as advising and mentoring of students on course selection and career opportunities.

Qualifications: An earned Ph.D. in Criminal Justice or closely related field of study, with prior experience in domestic law enforcement and prior teaching experience. ABD's with a completion date prior to appointment will be considered. A Juris Doctorate (J.D.) alone will not fulfill the minimum educational requirement for this position. Prior demonstrated experience teaching at the college level including the teaching of criminal justice related writing skills is required. Additional qualifications desired are experience teaching oral advocacy, and litigation. Prior demonstrated experience teaching at the college level including the teaching of criminal justice related writing skills is required. Prior work experience in the legal field is preferred. Additional qualifications desired are experience teaching oral advocacy, and litigation. A history of research and publications is desirable as is a commitment to meet the scholarly requirements of the division. Prior work experience in the legal field is preferred.

APPLICANT BREAKDOWN

Twenty-one applicants (21) Applied: 9 WM (goal candidates), 1 WF, 3 BM (goal candidates) (goal candidates), 3 OM and 5 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Five (5) applicants did not have the minimum qualifications with an earned Ph.D. degree: 1 WM (goal candidate), 1 BM (goal candidate), 1 OM, 2 OF (goal candidate)

Twelve (12) applicants did not have the minimal teaching experience and/or proper evidence and/or experience in criminal justice teaching: 6 WM (goal candidates), 1 WF, 2 BM (goal candidates), 1 OM, 2 OF (goal candidates)

Four (4) applicants 2 WM (goal candidates), 1 OM, 1 OF (goal candidate) were extended in-person interviews.

Of the four finalists, three (3) applicants: 1 WM (goal candidate), 1 OM, 1 OF (goal candidate) were precluded from the search.

In the in-person campus interview, one (1) applicant: 1 WM (goal candidate) articulated the level of academic experience in Law Enforcement concentration, but not the experience (at an Associate Professor level) in teaching oral advocacy teaching.

In the in-person campus interview, two (2) applicants: 1 OM and 1 OF (goal candidate) did not articulate the level of academic teaching oral advocacy teaching at the undergraduate level.

The selected candidate, one (1) WM (goal candidate) clearly articulated a demonstrated experience in teaching undergraduate courses in oral advocacy, legal and paralegal studies, law enforcement, corrections, and criminology. The selected candidate had a concise teaching pedagogy with a concentration in Organized Crime and Domestic Law Enforcement and Forensic Criminology. The applicant (WM) also possessed a strong research background and publications on criminal justice related journals. This search did meet a hiring goal, and WCSU welcomed the new hire in the Faculty category

Macricosta School of Arts of Sciences – Mathematics Department

Selection: 1 White Male

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors. The Department of Mathematics offers Bachelors of Arts degree in Mathematics, and in Mathematics with a Computer Science option, as well as a Bachelor of Sciecn in Mathematics for Secondary Education. The department also offers a Mathematics minor. For more information on the Department of Mathematics, please review the provided link at www.wcsu.edu/math/.

Position Summary: The successful candidate will teach courses in all levels of mathematics, as well as participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on departmental and university committees, assisting student gropus on campus, and engaging in professional activity and scholarship. Standard teaching load is twenty-four (24) credits per year or the equivalent of four (4) courses each semester.

Qualifications: A Ph.D. in Mathematics or Applied Mathematics is required. Preference will be given to candidates with specialization or expertise in applied mathematics or computational statistics. Other evaluation criteria will include: teaching experience, a record of (or potential for) scholarship, a record of (or potential for) servie to the department and university community; and appropriate experience using technology. Activities that are valuable to the department include, advising and mentoring students, grant writing, revising curricula, developing programs, serving on departmental and university committees, and promoting connections with other departments.

APPLICANT BREAKDOWN

Fifty-one applicants (51) Applied: 8 WM, 2 WF, 4 BM (goal candidates), 3 HM (goal candidates), 1 HF, 16 OM and 17 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Two (2) applicants withdrew their application from consideration before a review was conducted by the search committee: 1 OM, 1 OF (goal candidate)

Thirty-three (33) applicants did not have the minimum qualifications with an earned Ph.D. degree: 4 WM, 2 BM (goal candidates), 1 HM (goal candidate), 1 HF, 12 OM, 13 OF (goal candidates)

Twelve (12) applicants did not have the minimal teaching experience and/or proper evidence and/or experience in criminal justice teaching: 2 WM, 2 WF, 1 BM (goal candidates), 2 HM (goal candidates), 2 OM, 3 OF (goal candidates)

Four (4) applicants 2 WM, 1 BM (goal candidate), 1 OM were extended in-person interviews.

Of the four finalists, three (3) applicants: 1 WM, 1 BM (goal candidate), 1 OM, were precluded from the search.

In the in-person campus interview, two (2) applicants: 1 WM and 1 BM (goal candidate) each articulated the level of academic experience in Mathematics, but each applicant did not have the experience (at an Assistant Professor level) in teaching Applied Mathematics or Computational Statistics.

In the in-person campus interview, one (1) applicant: 1 OM did not articulate the level of academic research and technology use to teach Applied Mathematics or Computational Statistics at the undergraduate level.

The selected candidate, one (1) WM, clearly articulated a demonstrated experience in teaching graduate and undergraduate courses in Applied Mathematics and Computational Statistics. The selected candidate had a concise teaching pedagogy with a concentration in Mathematics Application in Computer Science, Categorical Algebra, and Mathematical Logic at Rutgers University. The applicant (WM) also possessed a strong research background and publications on Mathematical-related journals. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

School of Visual and Performing Arts (“SVPA”) – Music Department

Selection(s): 1 White Male

The School of Visual and Performing Arts is situated in a new \$97 million visual and performing arts center. Only an hour from New York City, yet located in the scenic foothills of New England's Berkshires, the school offers a conservatory-level education at the relatively affordable cost of a public university. New York City's proximity means our students receive the benefit of a faculty of internationally recognized artists, directors, designers, performers, and scholars dedicated to teaching a highly diverse student population. Additional information on the SVPA can be found on: www.wcsu.edu/svpa. The Department of Music is a fully accredited member of the National Association of Schools of Music with thirteen full-time and thirty-five part-time faculty supporting 220 majors in six degree programs: BA in Music, BS in Music Education, BM in Audio & Music Production, BM in Performance, BM in Jazz Studies, and a MS in Music Education. Additional information on the Music department can be found on: www.wcsu.edu/music.

Position Summary: The successful candidate will teach undergraduate and graduate music education courses including choral methods, sight-singing/ear training, conduct choral ensembles, coordinate and supervise student teachers, advise undergraduate students, and oversee research projects. Additional responsibilities depend on candidate's areas of expertise and Department needs. Will be required to maintain an active program of performance, research, and/or scholarly and creative activities, and will also be expected to participate in appropriate department, university

and professional service, and build/maintain professional relationships with regional and national music educators.

Qualifications: A doctorate in Music Education is required; applicants without a doctorate specifically in Music Education will not be considered. ABD in Music Education will be considered. A minimum of two (2) years of college teaching experience is required. Applicants must have at least three (3) years of successful public school teaching experience. Additionally, applicants must actively research and present in the area of music education. Excellent written and oral communication skills are required. WCSU is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

APPLICANT BREAKDOWN

Ten applicants (10) Applied: 4 WM, 1 BM (goal candidate), 3 OM and 2 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded these applicants:

Eight (8) applicants did not have the minimum qualifications with an earned Ph.D. degree in Music Education and/or the two (2) years of college teaching experience: 2 WM, 1 BM (goal candidate), 3 OM and 2 OF (goal candidates).

Two (2) applicants, 2 WM were extended in-person interviews. Of the two (2) finalists, one (1) applicant: 1 WM was precluded from the search.

In the in-person campus interview, one (1) applicant: 1 WM articulated the level of academic pedagogy in Music Education, but did not have enough teaching experience (at an Assistant Professor level) in Music Education or public school teaching.

The selected candidate, one (1) WM clearly articulated a demonstrated experience in teaching graduate and undergraduate courses in Music Education. The selected candidate had a concise teaching pedagogy with a concentration in musical/choral education in two (2) public schools, Musical Theory, Vocal Coordination and Choral methodology. The applicant (WM) also possessed a strong research background and publications on Music-related journals and articles. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

Macricosta School of Arts of Sciences – Psychology Department

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. The Department of Psychology consists of 11 full-time and 22 part-time faculty who support majors pursuing the BA degree in Psychology. Additional information about the department may be found at www.wcsu.edu/psychology.

Position Summary: Expertise in therapy, prevention and research in the area of substance use disorders. It is anticipated that this position will teach in the proposed new graduate program, the M.S. in Addiction Studies. Must possess job-relevant teaching experience and be prepared to teach the following undergraduate and graduate courses: Advanced Diagnosis & Assessment in Substance Use Disorders & Co-Occurring Disorders, Psychological Treatment of Drug Use and Misuse for Medical Conditions and Across Populations, Advanced Substance Use Counseling, Abnormal Psychology, Clinical Psychology and other related psychology courses. The proposed graduate program includes summer courses. Will be involved in placing students in the community for internship experiences and will be expected to develop close working relationships with local behavioral health service and community agencies in the substance use disorders treatment/prevention area. Supervision of student research, student advisement, and coverage of evening courses are also expected. Will also be expected to participate in departmental and university service by taking an active role in developing new curricula, maintaining an active research program, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity. Western has a 4/4 teaching load, class sizes are capped at between 15-38 students each. Faculty may apply for course load reduction for research purposes beginning in their second year. Additionally, there are generous travel, research, and other grants competitively awarded each year.

Qualifications: A completed doctorate is required at time of employment. The candidate must be licensed as a psychologist, or license eligible. Experience in direct patient care and/or service delivery/therapy in substance use disorders treatment or prevention is required. This experience can be in behavioral health service settings, in postdoctoral training, in clinical trials, or in community prevention. A record of published research on substance use disorders and the ability to obtain grant funding in the field is preferred. Teaching experience is an advantage. Certifications in the field such as the National Certification Commission for Addiction Professionals (NCCAP), or the equivalent is a plus. Experience as a supervisor of counselors is preferred. Western is particularly interested in applicants who have experience working with students from different backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

APPLICANT BREAKDOWN

Seven (7) Applied: 1 WF, 1 BF, 2 OM and 3 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Four (4) applicants did not have the minimum qualifications with an earned Ph.D. degree: 1 BF, 1 OM, 2 OF (goal candidate)

Three (3) applicants 1 WF, 1 OM, 1 OF (goal candidate) were extended in-person interviews.

Of the three finalists, two (2) applicants: 1 OM, 1 OF (goal candidate) were precluded from the search.

In the in-person campus interview, two (2) applicants: 1 OM and 1 OF (goal candidate) each articulated the level of academic experience in Advanced Diagnosis and Assessment in Clinical and Abnormal Psychology, but each applicant did not have the experience (at an Assistant Professor level) in teaching Psychology Treatment of Drug Use and Advance Substance Use Counseling.

The selected candidate, one (1) WF clearly articulated a demonstrated experience in teaching graduate and undergraduate courses in Advanced Diagnosis and Assessment in Clinical and Abnormal Psychology. The selected candidate had a concise teaching pedagogy with a concentration in Advance Substance Use and Psychology Counseling/Disorder Methodology. The applicant (WF) also possessed a strong research background and publications on Clinical Psychology-related journals. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

School of Professional Studies – Department of Education and Education Psychology (Reading)

Selection(s): 1 White Female

The School of Professional Studies (“SPS”) is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. The Department of Education and Educational Psychology is one of the signature departments at Western Connecticut State University (“WCSU”) and offers the following degrees in professional fields: a BS in Elementary Education Interdisciplinary Major, BS in Secondary Education, MS in Education Option in Curriculum, MS in School Counseling, MS in Clinical Mental Health, MS in Applied Behavior Analysis, and Ed.D. in Instructional Leadership. Programs are accredited by the Council for the Accreditation of Educator Preparation (“CAEP”), the Council for the Accreditation of Counseling and Related Programs (“CACREP”) and NEASC. For more information on the School of Professional Studies, please review the provided link at www.wcsu.edu/sps/

Position Summary: The successful candidate will be responsible for: teaching undergraduate and graduate literary courses; coordinating practicum at the graduate and undergraduate level; engaging in scholarly activities, accreditation work, Elementary Education program coordination, program evaluation, and serving on graduate committees.

Minimum qualifications: Doctorate in Literary or Reading is required, as is current State Certification as a Literary or Remedial Reading Specialist. Certification may be from other states. Accreditation experience with program review; experience teaching courses on literacy on undergraduate/graduate level; active role in literacy-related professional associations; successful college-level teaching and supervision of practicum training activities are preferred.

APPLICANT BREAKDOWN

Six (6) applicants applied: 2 WF, 2 OM and 2 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a

current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Two (2) applicants withdrew their application from consideration before a review was conducted by the search committee: 1 OM, 1 OF (goal candidate)

Four (4) applicants, 2 WF, 1 OM and 1 OF (goal candidate) were extended in-person interviews. Of the four finalists, three (3) applicant: 1 WF, 1 OM and 1 OF (goal candidate) were precluded from the search.

In the in-person campus interview, 1 WF and 1 OM both articulated the level of academic experience in (introductory) reading-literacy teaching concentration, but each candidate had not developed the research and accreditation work (at an Assistant Professor level) with CAEP and CACREP.

In the in-person campus interview, 1 OF (goal candidate) articulated the level of academic experience in (general) reading-literacy teaching concentration, but did not have the certification as a literacy (and remedial reading) specialist by the time of the application.

The selected candidate, one (1) WF clearly articulated a demonstrated experience in teaching undergraduate courses in the varying areas of Reading and Literacy teaching. The selected candidate had a concise teaching pedagogy with a career as a Literary Arts Teacher in a diverse community inside of New York City. The selected candidate has strong research experience in identifying barriers with literacy. Her specializations include literacy, special education, classroom technology, and differentiated instruction with a commitment to support diverse students. Her doctoral studies in Educational Psychology allowed her to research academic reading acquisition with English language learners. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

Macricosta School of Arts of Sciences – Social Sciences Department

Selection(s): 1 Other Male

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. The Department of Social Sciences is an interdisciplinary department including anthropology, economics, geography, political science and sociology. The department offers a combined undergraduate major in sociology/anthropology. Additional information about the department may be found at www.wcsu.edu/socialsci/.

Position Summary: The successful candidate will teach both introductory and upper division courses in sociology, and one course annually in either research methods, quantitative methods, or our capstone senior research course. The candidate will be expected to participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on committees, assisting student groups on campus, and engaging in professional activity. WCSU has a 4/4 teaching load, but class sizes are capped at between 15-28 students each. Faculty may apply for course load reduction for research purposes beginning in their second year.

Qualifications: Area(s) of expertise should be in one or more of the following: poverty, gender and sexuality, social inequality, urban studies, the sociology of consumption, and/or environmental sociology with a preferred regional focus on either Europe, Oceania, South Asia, Southeast Asia, or the United States (if US then especially African American, Asian American, and/or working-class studies). A Ph.D. in sociology is preferred, ABD with expected completion dates by December 2018 will be considered. Candidates must also have a demonstrated record of teaching experience.

APPLICANT BREAKDOWN

One hundred and one (101) applicants applied: 28 WM, 9 WF, 2 BM (goal candidates), 1 BF (goal candidate), 3 HM (goal candidates), 25 OM and 33 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Fifteen (15) applicants withdrew their application from consideration before a review was conducted by the search committee: 5 WM, 4 WF, 4 OM, 2 OF (goal candidate)

Eighty-three (83) applicants did not meet the minimum qualifications with demonstrated Ph.D. in Sociology and/or experience in teaching courses related to area(s) of expertise in poverty, gender and sexuality, social inequality, urban studies, the sociology of consumption, and/or environmental sociology with a preferred regional focus on either Europe, Oceania, South Asia, Southeast Asia, or the United States (if US then especially African American, Asian American, and/or working-class studies): 23 WM, 5 WF, 2 BM (goal candidates), 1 BF (goal candidate), 3 HM (goal candidates), 18 OM and 31 OF (goal candidates).

Three (3) applicants, 3 OM were extended in-person interviews. Of the three finalists, two (2) applicant: 2 OM were precluded from the search.

In the in-person campus interview, 2 OM both articulated the level of academic experience in (introductory) social science teaching concentration, but each candidate had not developed the research and publication work (at an Assistant Professor level) with areas of expertise in gender and sexuality, social inequality, urban studies, and/or environmental sociology.

The selected candidate, one (1) OM clearly articulated a demonstrated experience in teaching undergraduate courses in the varying areas and expertise in Sociology. The selected candidate had a concise teaching pedagogy with a career as a Sociologist about varying diverse communities in Europe and Latin America. The selected candidate had research experience in identifying research relevance and curriculum instruction in subjects of poverty, gender and sexuality, social inequality, urban studies, the sociology of consumption, and/or environmental sociology. The selected candidate was a co-investigator on the intersections of sustainability. collaborative research networking on water governance, climate change and the futures of communities. 2015–2017. Funded by the Kule Institute of Advance Study, University of Alberta, Edmonton. The selected candidate has integral social science, science and community knowledge in developing a fresh

perspective on critical sustainability issues. The selected candidate also has facilitated knowledge-sharing and training experience for community-based citizen scientists, informed individual decision-makers, new and emerging scientists, engineers and other researchers across disciplines. This search did meet a hiring goal, and WCSU welcomed the new hire in the Faculty category

School of Visual and Performing Arts (“SVPA”) – Theatre Arts Department

Selection(s): 1 White Male

The School of Visual and Performing Arts is situated in a new \$97 million visual and performing arts center. Only an hour from New York City, yet located in the scenic foothills of New England's Berkshires, the school offers a conservatory-level education at the relatively affordable cost of a public university. New York City's proximity means our students receive the benefit of a faculty of internationally recognized artists, directors, designers, performers, and scholars dedicated to teaching a highly diverse student population. Additional information on the SVPA can be found on: www.wcsu.edu/svpa. The Department of Theatre Arts is a fully accredited member of the National Association of Schools of Theatre with eight (8) full-time and twenty-three (23) part-time faculty supporting one hundred and eighty eight (188) majors in five (5) degree programs, including a BFA in Musical Theatre and BA in Theatre Arts concentrations in Performance, Design Technology, Theater Management and Theatre Studies. The Department also mounts four (4) mainstage and two (2) studio productions each year. For more information on the Theater Arts Department, please review the provided link at: www.wcsu.edu/theatre.

Position Summary: The Musical Director position in the BFA Musical Theatre program will teach undergraduate courses in Musicianship, MT Workshop, MT Rep and serve as Musical Director for two (2) Main Stage MT productions throughout the academic year. Additional responsibilities will include serving as pianist for cast rehearsals, orchestra rehearsals and auditions as well as recruiting orchestra members (both professional and student musicians), and preparing students for the Senior Showcases. Depending on the candidate's area of expertise, additional duties may include teaching courses required in the program such as Musical Theater History, Singing for the Stage Actor and/or Applied Voice. The candidate will also be expected to participate in appropriate department, university and professional service, serve as an academic advisor, and actively recruit students in the musical theatre area.

Qualifications: A completed terminal degree in musical theatre or music; however, those without a terminal degree with a minimum of 10 years of significant professional experience in the area of musical theatre will be considered. Candidates might also provide evidence of at least three (3) years of successful college teaching experience and departmental service.

APPLICANT BREAKDOWN

Thirty-one applicants (31) Applied: 11 WM, 3 WF, 1 BM (goal candidate), 8 OM and 8 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Three (3) applicants withdrew their application from consideration before a review was conducted by the search committee: 1 WM, 1 OM, 1 OF (goal candidate)

Twenty (20) applicants did not have the minimum qualifications with an earned Ph.D. degree in Music Theatre or Music and/or the ten (10) years of significant professional experience in the area of Musical Theatre: 6 WM, 1 WF, 1 BM (goal candidate), 6 OM, 6 OF (goal candidate).

Eight (8) applicants 4 WM, 2 WF, 1 OM, 1 OF (goal candidate) were extended in-person interviews.

Of the eight finalists, seven (1) applicants: 3 WM, 2 WF, 1 OM, 1 OF (goal candidate) were precluded from the search.

During the in-person campus interview, two (2) applicants withdrew their application from consideration before a review was able to be conducted by the search committee: 1 WF, 1 OF (goal candidate).

In the in-person campus interview, five (5) applicants: 3 WM, 1 WF, 1 OM articulated the level of academic pedagogy in Music Education, but did not have enough teaching experience (at an Assistant Professor level) in Music Theatre or Musical teaching.

The selected candidate, one (1) WM clearly articulated a demonstrated experience in teaching graduate and undergraduate courses in Music Theatre and Music Educaiton. The selected candidate had a concise teaching pedagogy with a concentration in musical/choral education in various higher education institutrions teaching Musical Threatre Hisotry and Audition Techniques, Muscial Theatre and Musicianship and Vocal coaching courses. The applicant (WM) also possessed a strong professional performing background and Music-related shows and performances in an urban city. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

Macricosta School of Arts of Sciences – Writing, Linguistics and Creative Process

Department

Selection(s): 1 White Male

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors. The Department of Writing, Linguistics and Creative Process offers the bachelor's degree in Professional Writing with concentrations in Creative Writing, Journalism, and Public Relations and Business and Technical Writing. The Department's graduate program includes the nation's only Master of Fine Arts in Creative and Professional Writing. The department also offers three (3) undergraduate minors and a variety of writing intensive courses for credit in General Education. Faculty in the department carry twelve (12) credit hours per semester, but the Composition Coordinaoatr receives three (3) hours of reassigned time each sesemter. For more information on the Department of Writing, Linguistics and Creative Process, please review the provided link at: www.wcsu.edu/writing/.

Position Summary: The successful candidate will teach in the Professional Writing program and in the geneal education composition program. The successful candidate will also oversee the university's first year composition program, initiating and recommending changes to the

curriculum as needed. Although full-time faculty members carry a four (4) course teaching load, the Coordinator of Composition will teach three (3) courses and work one-quarter time overseeing the composition program. Professors are expected to maintain an active research program, serve on committees, and advise students.

Qualifications: Completed Ph.D. in Rhetoric and Composition or a closely related field is required. Will consider candidates with a dissertation defense date scheduled before June 1, 2018. Evidence of scholarship in Rhetoric and Composition is required. Preference will be given to candidates with a strong background in teaching college composition, experience in administration and assessment, and a background in faculty development. A dissertation and/or publication(s) on college writing specifically are desirable. Evidence of effective teaching is required, as are excellent written and oral communication skills.

APPLICANT BREAKDOWN

Forty (40) applicants applied: 6 WM, 4 WF, 4 BM (goal candidates), 6 BF (goal candidates), 2 HM (goal candidates), 2 HF, 8 OM and 8 OF (goal candidates), which constituted the applicant pool for this faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Eleven (11) applicants withdrew their application from consideration before a review was conducted by the search committee: 2 WM, 2 WF, 1 BM (goal candidate), 1 BF, 1 HF, 2 OM, 2 OF (goal candidates)

Twenty-Seven (27) applicants did not meet the minimum qualifications with demonstrated Ph.D. in Rhetoric and Composition or a closely related field and/or experience in teaching courses related to area(s) General Education program, and/or the level of academic/teaching experience in Writing and Composition teaching concentration: 2 WM, 2 WF, 3 BM (goal candidates), 5 BF (goal candidates), 2 HM (goal candidates), 1 HF, 6 OM and 6 OF (goal candidates).

Two (2) applicants, 2 WM were extended in-person interviews. Of the two finalists, one (1) applicant: 1 WM was precluded from the search.

In the in-person campus interview, 1 WM articulated and developed the research and publication work (at an Assistant Professor level) with areas of expertise in General Education program, but did not have the level of academic/teaching experience in Writing and Composition teaching concentration.

The selected candidate, one (1) WM clearly articulated a demonstrated experience in teaching undergraduate courses in the varying areas and expertise in Writing, Composition and General Education Program (First-Year Writing Program in Curriculum and Design) in Composition. The selected candidate had a concise teaching pedagogy with a career as a Writing faculty member at Savannah State University about varying disciplines in English and Writing Composition. The selected candidate had research experience in identifying research relevance and curriculum

instruction in subjects of College Composition and Communication review and First Year Writing in Business and Technical Writing and Literature. The selected candidate has a strong background in administration and faculty development and experience in assesement planning. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Faculty category

PROFESSIONAL NON-FACULTY

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there were seventeen (17) critical searches that were conducted and executed in the Professional Non-Faculty occupational category.

Goals (12): 3 WF, 1 BM, 7 BF, 1 OF

Hires (18): 8 WM, 6 WF, 1 BM, 3 HM

Division of Enrollment Management–Admissions Office

Selection(s): 3 White Females (goal candidates)

The Office of Admissions is responsible for all aspects pertaining to the recruiting and enrollment of first time and transfer students. This includes: Data analysis; Staying apprised of news and trends that impact college admissions and enrollment; Determining appropriate messaging and timing of said messages to prospective students; Scheduling travel to visit high schools and attend college fairs to meet with prospective students, their parents, plus guidance and transfer counselors; Building professional relationships with guidance counselors and college/transfer advisors; Meeting with prospective students on campus during daily visit opportunities and admissions related events; Reading and making decisions on student applications; Communicating with all parties involved in the admissions cycle, and other duties as needed. For more information on the Admissions Office, please review the provided link at: <https://www.wcsu.edu/admissions/>.

Position Summary: The Admissions Representative will be responsible for assisting with the coordinated recruitment and admission activities for the University; evaluating and processing applications from prospective students; participating in travel (travel may include Connecticut, New Jersey, and New York, including New York City, or other locations as needed); corresponding and follow-up with prospective students and the general public; assisting in special projects/programs; interacting with members of the University community.

Qualifications: Bachelor’s degree is required, as is one (1) to two (2) years of experience in Admissions or another student service experience at an institution of higher education. Familiarity with Admissions computer software and applications is preferred. Familiarity with the use of social media as a marketing tool is preferred. Excellent written and oral communication skills are required, as is the ability to work effectively with diverse populations including business and government officials, community leaders and students and faculty. Must be available to attend evening and weekend recruitment activities. Occasional overnight regional travel will be required. Must possess a valid driver’s license to transport themselves to recruitment activities off campus.

APPLICANT BREAKDOWN

Seventy-three (73) applicants applied: 27 WM, 20 WF (goal candidates), 1 BM (goal candidate), 1 BF (goal candidate), 1 HF, 11 OM and 12 OF (goal candidates), which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact

information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Thirty-six (36) applicants did not meet the minimum qualification with demonstrated Bachelor's degree: 13 WM, 8 WF (goal candidates), 1 HF, 6 OM and 8 OF (goal candidates).

Thirty (30) applicants did not meet the minimum qualification with demonstrated two (2) years of admissions and/or student services experience: 12 WM, 8 WF (goal candidates), 1 BM (goal candidate), 5 OM and 4 OF (goal candidates).

Seven (7) applicants, 2 WM, 4 WF (goal candidates), 1 BF (goal candidate) were extended in-person interviews. Of the seven finalists, four (4) applicants: 1 WM, 2 WF (goal candidates) and 1 BF were precluded from the search.

In the in-person campus interview, 1 WM articulated experience as an Admissions Counselor at an undergraduate college in Texas, but did not have the admissions recruitment experience and/or knowledge of student recruitment in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations).

In the in-person campus interview, 1 WF (goal candidate) articulated experience as a Multicultural Admissions Coordinator at an undergraduate college in Pennsylvania, but had limited admissions recruitment experience and/or knowledge of student recruitment in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations). This candidate was deemed an alternate selection.

In the in-person campus interview, 1 WF (goal candidate) and 1 BF (goal candidate) each articulated experience as admissions/office support positions in Admission Offices at undergraduate colleges, but did not have the admissions recruitment experience and/or knowledge of student recruitment in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations).

The selected candidate, one (1) WM possessed a Bachelor's degree and clearly articulated a demonstrated experience as an Assistant Director of Admissions at an undergraduate college in New York State. The selected candidate has over ten (10) years of managerial experience as Admision Director at Saint Rose College in New York. The selected candidate had working knowledge of student/multicultural student recruitment in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations). The selected candidate has a strong background in student admissions and administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category. **During the hiring selection, the selected candidate refused the position and declined the conditional offer of employment.**

The selected candidate, one (1) WF (goal candidate) possessed a Bachelor's degree and clearly articulated a demonstrated experience as an interim Admissions Representative at WCSU in Connecticut. The selected candidate has over three (3) years of admisions experience as an Admision recruiter/representative at WCSU. The selected candidate had working knowledge of student/multicultural student recruitment in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations). The selected candidate has a strong

background in student admissions and administration in higher education. This search did meet a hiring goal, and WCSU welcomed the new hire in the Professional/Non-Faculty category

The selected candidate, one (1) WF (goal candidate) possessed a Bachelor's degree and clearly articulated a demonstrated experience as an interim Admissions Representative at WCSU in Connecticut. The selected candidate has over three (3) years of admissions experience as an Admisison recruiter/representative at WCSU. The selected candidate had working knowledge of student/multicultural student recruitment in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations). The selected candidate has a strong background in student admissions and administration in higher education. This search did meet a hiring goal, and WCSU welcomed the new hire in the Professional/Non-Faculty category

The selected (alternate) candidate, one (1) WF (goal candidate) possessed a Bachelor's degree and articulated a demonstrated experience as a Multicultural Admissions Coordinator at an undergraduate college in Pennsylvania. The selected candidate has over three (3) years of admissions experience as an Admisison Coordinator. The selected candidate has working knowledge of student/multicultural student recruitment, but will need mentoring on this in the tri-state area (Connecticut, New Jersey, and New York, including New York City, or other locations). The selected candidate has a strong background in student admissions and administration in higher education. This search did meet a hiring goal, and WCSU welcomed the new hire in the Professional/Non-Faculty category

Division of Student Affairs – Counseling Center

Selection(s): 1 White Female

WCSU's Counseling Center offers students free, confidential individual and group counseling. Other services include educational workshops, outreach activities, and a training program for advanced graduate students. The Counseling Center staff is dedicated to on-going learning as well as excellence in client service. For more information on the Counseling Center, please review the provided link at: www.wcsu.edu/counseling/.

Position Summary: The Assistant Counselor provides individual and group counseling, crisis intervention, assessment, consultation and psycho-educational outreach to a diverse student population, faculty, and administration. Case conferences and in-service training are regular activities. As a member of AAUP (union), engagement in ongoing research that benefits the profession is expected.

Qualifications: Master's degree or higher in Clinical or Counseling Psychology, Social Work, Mental Health Counseling or related field is required; a Doctorate in Clinical or Counseling Psychology (Ph.D. or Psy.D.) is preferred. Must hold or have met the criteria to hold appropriate licensure as required by the State of Connecticut. Experience in a college mental health setting counseling students is highly desirable. Experience supervising mental health trainees is also desirable. Strong clinical skills, flexibility, and the ability to be a team player are required. Previous experience with clinical and outreach areas related to LGBTQ issues, men's issues, multicultural issues or veteran's issues is preferred.

APPLICANT BREAKDOWN

Forty-four (44) applicants applied: 3 WM, 16 WF, 6 BF (goal candidate), 1 HF, 8 OM and 10 OF (goal candidates), which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Two (2) applicants withdrew their application from consideration before a review was conducted by the search committee: 1 WM, 1 WF

Thirty-two (30) applicants did not meet the minimum qualification with a demonstrated Master's degree (or higher) in Clinical or Counseling Psychology, Social Work, Mental Health Counseling or related field: 11 WF, 5 BF (goal candidates), 6 OM and 8 OF (goal candidates).

Ten (10) applicants did not meet the minimum qualifications with either holding the appropriate licensure as required by the State of Connecticut and/or the noted clinical experience and skills to supervising mental health trainees in a higher education setting: 1 WM, 3 WF, 1 BF (goal candidate), 1 HF, 2 OM and 2 OF (goal candidates).

Two (2) applicants, 1 WM, 1 WF, were extended in-person interviews. Of the two finalists, one (1) applicant: 1 WM was precluded from the search.

In the in-person campus interview, one (1) WM possessed a Doctoral Degree in Clinical Psychology, articulated strong background and experience as a psychodynamic clinician, has worked with a diverse client population and experience working with gender and sexuality issues, and has a psychology license in other states (but not in Connecticut). The candidate did not have the needed experience and/or knowledge to supervise mental health trainees and limited research experience.

The selected candidate, one (1) WF possessed a Doctoral degree in Socio-Clinical Psychology and clearly articulated strong background and experience as a Psychological Counselor for an in-patient facility. The selected candidate has worked with a diverse client population, has offered short-term therapy to student populations, has experience supervising mental health trainees, licensed to practice in Connecticut, has extensive training in DBT and CBT with a psychodynamic framework and has facilitated group therapy and workshops on mental health awareness. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Division of Enrollment Management – Office of Academic Advisement

Selection(s): 1 White Male

The Academic Advisement Center provides students who have been formally admitted to the University and who have not yet decided on an academic major advisement services. Our staff is able to provide students with the knowledge, tools, and resources to be academically successful at WCSU. We work in assisting student's transition into college-level courses, degree programs, and reach academic and personal goals by creating appropriate academic plans. For more information on the Office of Academic Advisement, please review the provided link at:

<https://www.wcsu.edu/aac/>

Position Summary: The Assistant Director of Academic Advisement will assist with the

operations of the Advisement Center, provides precursory and integrated educational and career information to the student populations served by the Advising Center. Administers and interprets a variety of assessment instruments, conducts research on advisement techniques, designs and facilitates workshops on a range of topics involving academic planning for students and faculty. Conducts outreach activities to student groups, parents, high school counselors and faculty as assigned in order to provide integrated information on academic and career choices. Assists with implementation and maintenance of program(s) to identify and assist at-risk students.

Qualifications: Bachelor's degree is required, Master's degree is preferred. Two years of experience in either career planning, educational planning, or employment placement in a college setting is required. Strong interpersonal, written and oral communication skills are required. Some evening and weekend work will be required.

APPLICANT BREAKDOWN

Eight (8) applicants applied: 3 WM, 1 WF, 1 BF (goal candidate), 2 OM and 1 OF (goal candidate), which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

One (1) applicant withdrew their application from consideration before a review was conducted by the search committee: 1 OM

Two (2) applicants did not meet the minimum qualification with demonstrated Bachelor's degree: 1 OM and 1 OF (goal candidates).

Five (5) applicants, 3 WM, 1 WF, 1 BF (goal candidate) were extended in-person interviews. Of the five finalists, four (4) applicants: 2 WM, 1 WF and 1 BF (goal candidate) were precluded from the search.

In the in-person campus interview, 1 WM possessed a Bachelor's degree and articulated one (1) year of experience as a Resident Director at WCSU, but did not have the academic advising experience and/or knowledge of student advisement. The candidate also had limited use of Banner and/or Degreeworks.

In the in-person campus interview, 1 WM possessed a Bachelor's degree and articulated experience as a Academic Success Coach for less than six (6) months at Southern Connecticut State University, but did not have the years of experience needed and had limited student advisement experience. The candidate also had limited use of Banner and/or Degreeworks.

In the in-person campus interview, 1 WF possessed a Bachelor's degree and articulated experience as a Admissions Representative at an undergraduate college, taught first year classes and has had experience in Resident Life and Housing. However, the candidate had limited academic advising experience and/or knowledge of student advisement. The candidate also had limited use of Banner and/or Degreeworks. This candidate was deemed an alternate selection.

In the in-person campus interview, 1 BF (goal candidate) possessed a Bachelor's degree and articulated experience as Enrollment Management Analyst for less than a year at an undergraduate college in New York, and use of Banner and/or Degreeworks. However, the candidate did not have the years of experience needed and had limited student advisement experience.

The selected candidate, one (1) WM possessed a Master's degree and clearly articulated three (3) years of experience as a Resident Director at WCSU in Connecticut. The selected candidate has over three (3) years of student advising experience as an Admisison recruiter/representative at WCSU. The selected candidate had working knowledge of academic advisement from a prior position. The selected candidate has a strong background in student advising and higher education administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Division of Enrollment Management – Office of the Registrar's

Selection(s): 1 White Female

For information about the Office of the Registrar, please review the provided link at:
<http://www.wcsu.edu/registrar/>.

Position Summary: The Assistant Degree Auditor is responsible for auditing of the academic records of students in a variety of majors to determine compliance with degree requirements; Maintains liaison with academic department representatives with regard to academic policy as it affects a student's graduation; Communicates with students concerning compliance with degree requirements, graduation status, and any degree deficiencies; Assists with the evaluation and recording of Advanced Placement, Transfer Credits, CLEP, PE Waiver, and other non- traditional course credits and t racks whether those credits are applicable towards a students major or minor program of study; Conducts ISEP and Veteran Transcript evaluation; Assists with the implementation and maintenance of the automated degree audit system; Performs outreach to assist students with staying path towards graduation; Assists in the registration process; as well as providing support to the front office staff.

Qualifications: Bachelor's degree required as is two (2) years of experience in monitoring detailed records. Must possess strong interpersonal skills, as well as excellent written and oral communication skills.

APPLICANT BREAKDOWN

Forty-four (44) applicants applied: 6 WM, 10 WF, 2 BF (goal candidate), 3 HF, 11 OM and 12 OF (goal candidates), which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Four (4) applicants withdrew their application from consideration before a review was conducted by the search committee: 2 WM, 2 WF

Twenty-six (26) applicants did not meet the minimum qualification with a demonstrated Bachelor's degree: 2 WM, 4 WF, 2 BF (goal candidates), 3 HF, 6 OM and 9 OF (goal candidates).

Ten (10) applicants did not meet the minimum qualifications with applicants did not meet the minimum qualifications with demonstrated two (2) years of experience in a registrar office and/or monitoring detailed student records: 2 WF, 5 OM and 3 OF (goal candidates).

Four (4) applicants, 2 WM, 2 WF, were extended in-person interviews. Of the four finalists, three (3) applicant: 2 WM and 1 WF were precluded from the search.

In the in-person campus interview, 1 WM possessed a Bachelor's Degree and articulated experience as an Administrative Coordinator in a Registrar's Office in a higher education institution. However, the candidate had limited degree auditing experience, limited use of Banner and/or Degreeworks and/or knowledge of student degree audits (or monitoring).

In the in-person campus interview, 1 WM possessed a Bachelor's Degree and articulated experience as an Assistant to the Registrar in a Registrar's Office in a higher education institution. However, the candidate had limited degree auditing experience and no use of Banner and/or Degreeworks.

In the in-person campus interview, 1 WF possessed a Bachelor's Degree and articulated experience as an Administrative Coordinator in a Registrar's Office at Naugatuck Valley Community College. However, the candidate had limited degree auditing experience, limited use of Banner and/or Degreeworks and/or knowledge of student degree audits (or monitoring).

The selected candidate, one (1) WF possessed a Bachelor's degree and clearly articulated a demonstrated experience as an Office Assistant in the Registrar's Office at WCSU in Connecticut. The selected candidate has over three (3) years of admissions experience as a Registrar representative at WCSU. The selected candidate had working knowledge of degree auditing experience, monitoring student records for graduation and extensive use of Banner and Degreeworks. The selected candidate has a strong background in Registrar and Bursar administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category.

Division of Enrollment Management – Office of Veteran Affairs

Selection(s): 1 White Male

For information about the Office of Veteran Affairs, please review the provided link at:
<http://www.wcsu.edu/veterans/>.

Position Summary: The Coordinator of Veteran Affairs reports to the Associate Vice President for Enrollment Services and manages and monitors the University's veteran student services; certifies students for US Department of Veterans Affairs ("DVA") educational benefits; provides academic program advising for veterans; and assures compliance with federal, state and college directives in relation to veteran/dependent educational benefits. Provides support for all students, veterans, reservists, and National Guard members to ensure a smooth transition to student life by assisting with issues such as financial aid, academic preparedness, health and wellness, socialization issues, and administrative requirements. Promotes students success by recognizing and responding to the unique needs of students who are veterans or active duty reservists, assisting them in learning rules, regulations, norms and expectations of campus life. Oversees the Veterans Lounge/Resource Center; serves on committees involving veteran's issues. Collaborates with other

campus offices in communicating with students about the Connecticut State Vets Tuition Waiver Program, the Montgomery G.I Bill; the Yellow Ribbon Program; the National Guard Tuition Waiver, and other financial aid programs. Determines eligibility for the State Tuition Waiver and maintains tuition waiver database for eligible Veterans and National Guard members. Serves as VA certifying official to maintain student veterans records, defer student accounts, billing for the VA for tuition and fees, and track and report changes in majors and registration. Provides guidance and assist with the preparation of required forms for VA Educational Benefits for veterans and their eligible dependents; verifies standards of progress for students receiving VA Educational Benefits. Makes appropriate referrals to other students and academic services including, but not limited to, Counseling and Health Services, Advising, AccessAbility Services, and/or Financial Aid. Serves as liaison to and maintains relationships with Veterans Administration and other federal and state agencies affecting veterans, reservists, and National Guard. Performs outreach and recruitment activities to veterans and reservists. Ensures that all information provided to veterans, reservists, and National Guard members is up to date and accurate; maintains Veterans Affairs web page and web-based information materials for all returning veterans and continuing student veterans. Analyzes data and prepares reports as needed. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications: Bachelor's Degree. Four (4) years of administrative experience in Student Affairs or related area. Experience working with veterans as well as university faculty, staff, and a diverse student population from post-secondary institutions. Experience interpreting federal regulations. Strong written and oral communication skills.

APPLICANT BREAKDOWN

One (1) applicants applied, 1 WM which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

No preclusions as there was only one applicant, one (1) WM, who applied and met the minimum qualifications to be considered by the search committee.

One (1) applicants were extended in-person interviews: 1 WM

The selected candidate one (1) WM, possessed a Bachelor's degree and over four (4) years of experience as a certifying official for all veteran students or their dependents, including GI Bill, National Guard and DoD tuition Assistant recipients. The 1 WM identified as a veteran and had relevant administrative experience in providing assistance to veteran and dependant students with issues regarding Admissions, Academic Advisement, Housing, Semester registration, Billing and Financial aid. In addition, the 1 WM had direct experience processing paperwork and maintaining federal programs records for the Connecticut State Veterans Tuition Waiver Program, the Montgomery G.I Bill, Post 9/11 G.I. Bill, Vocational Rehabilitation Program, Yellow Ribbon Program, National Guard Tuition Waiver Program and the United States Army Tuition Assistance program and benefits for eligible veterans and dependent students.

Division of Environmental, Facilities and Operations – Maintenance Department

Selection(s): 1 Hispanic Male

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: Under the general direction of the Director of Facilities Operations, the Assistant Director of Custodial Services provides daily supervision, leadership, and direction to the custodial staff. Manages expenditure and budget information and is directly responsible for the management of the university's custodial services. In conjunction with the Director, works to ensure services are delivered in an efficient and timely manner with a focus on cost control, increased customer satisfaction, and safety. Primary responsibilities include the coordination and supervision of staff involved in campus custodial services and custodial snow removal activities, event support and the supervision of contracted services. Responsible for the day to day supervision, prioritizing, scheduling, and review work of staff, delivery of services within the custodial group and the refuse and recycling management areas. Prepares annual performance evaluations, manages the equalization of overtime, and maintains personnel documentation. Assists with establishing and enforcing safety and environmental practices and procedures. Prepares and monitors department purchase requisitions, as well as product usage and cost efficiencies. Develops long range strategic planning, purchasing plans for equipment, and the management of equipment service contracts. Reviews the electronic work order system, manages work order flow and tracks delivery of service. Conducts on-going customer satisfaction surveys. Responsible for assessing the base workload of the functional areas and for documenting minimum staffing levels to successfully deliver services. Responsible for developing creative staffing solution to deliver comparable service levels during peak workload times, as well as contributing to the department website and maintaining content for the Building Services Group; development of forms and procedures, and management of records for audit readiness.

Qualifications: Bachelor's degree in a related field is preferred. Ability to be available after normal work hours, weekends, and holidays in order to respond to emergencies and support large events is required. Valid driver's license is required. Three (3) years of progressive supervisory experience with custodial management in large scale services industries. Must possess a comprehensive knowledge of custodial maintenance practices and procedures, procurement of equipment and supplies, scheduling and delegating, staff evaluation and union work environment. Professional certification such as Property Maintenance and Management is preferred. Excellent written and verbal communication skills and the ability to adjust and adapt to a fast-paced work environment is required.

APPLICANT BREAKDOWN

Twenty-five (25) applicants applied, 2 WM, 1 WF, 1 BM (goal candidate), 3 HM, 14 OM and 4 OF (goal candidates) which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Fifteen (15) applicants did not meet the minimum qualification with a demonstrated Bachelor's degree and/or an expressed ability to be available after normal work hours, weekends, and holidays in order to respond to emergencies and support large events: 1 WF, 1 BM (goal candidate), 9 OM and 4 OF (goal candidates).

Five (5) applicants did not meet the minimum qualifications with applicants did not meet the minimum qualifications with demonstrated valid driver's license, three (3) years of progressive supervisory experience with custodial management in large scale services industries and/or a demonstrated comprehensive knowledge of custodial maintenance practices and procedures, procurement of equipment and supplies, scheduling and delegating, staff evaluation in a union work environment: 5 OM.

Five (5) applicants, 2 WM , 3 HM, were extended in-person interviews. Of the five finalists, four (4) applicant: 2 WM and 2 HM were precluded from the search.

In the in-person campus interview, one (1) WM possessed a Bachelor's Degree, but had limited experience to resolving employee issues and did not elaborate applied knowledge to the scenario questions consistently.

In the in-person campus interview, one (1) HM possessed a Bachelor's Degree, but had limited experience to resolving employee issues and did not elaborate applied knowledge to the scenario questions consistently.

In the in-person campus interview, one (1) WM possessed a Bachelor's Degree, but had limited experience in sub-contracting custodial companies. The 1 WM had no experince interacting with a custodial staff and management structure on a daily basis. The applicant indicated no product knowledge and ordering inventory.

The selected candidate, one (1) HM possessed a Bachelor's degree and had supervised large scale custodial cleaning projects and management experience of large custodial groups. The applicant was experienced with work order reporting systems. In addition, the applicant had higher education experience cleaning dormitory buildings and large scale institutions. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Division of Fiscal Affairs – Office of Fiscal Affairs

Selection(s): 1 Hispanic Male

For more information on the Office of Fiscal Affairs, please review the provided link at:

<https://www.wcsu.edu/financeadmin/fiscal-affairs-parent/>

Position Summary: The Assistant to the Director of Fiscal Affairs is responsible for assisting the Associate Controller with a wide-variety of accounting and financial responsibilities. Performs analysis, reconciliation, and corrections of various financial accounts, cashiering activity, bank accounts, state sales tax, accounts payable, travel vouchers, payroll, and inventory systems; Creates and maintains various financial spreadsheet reports. Assists in the management of grant contracts, including filing timely reports with the appropriate agency and tracking indirect costs; documentation of office politices and procedures; and fiscal year-end financial closing and related statement preparation. Acts as general resource personal for finance inquiries.

Qualifications: Bachelor's degree in accounting, finance, business administration or a related field is required. Two (2) years of experience in accounting required. Knowledge of the spreadsheet

applications, preferably Microsoft Excel and other components of the Microsoft Office Suite is required.

APPLICANT BREAKDOWN

Twenty-seven (27) applicants applied: 8 WM, 6 WF, 2 BM (goal candidates), 1 BF (goal candidate), 1 HM, 2 HF, 3 OM and 4 OF (goal candidates), which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Fourteen (14) applicants did not meet the minimum qualification with demonstrated Bachelor's degree: 5 WM, 3 WF, 1 BM (goal candidate), 1 HF, 2 OM and 2 OF (goal candidates).

Ten (10) applicants did not meet the minimum qualifications with demonstrated two (2) years of experience in accounting, use of spreadsheet applications (i.e., Microsoft Excel and/or other components of the Microsoft Office Suite): 2 WM, 3 WF, 1 BM (goal candidate), 1 HF, 1 OM and 2 OF (goal candidates).

Three (3) applicants, 1 WM, 1 BF (goal candidate), 1 HM were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WM, 1 BF (goal candidate) were precluded from the search.

In the in-person campus interview, one (1) WM refused to participate in the scheduled interview and withdrew the application from consideration by the search committee.

In the in-person campus interview, one (1) BF (goal candidate) possessed a Bachelor's degree in Accounting and articulated experience as a clerical assistant in processing payroll and working with auditors. However, the candidate had limited accounting experience and/or knowledge of accounts payable reconciliation. The candidate also had limited use of Banner. This candidate was deemed an alternate selection.

The selected candidate, one (1) HM, possessed a Bachelor's degree and clearly articulated three (3) years of experience as a Accounts Manager in the Cashier's Department at WCSU in Connecticut. The selected candidate has over three (3) years of working with fixed assets, journal entries, connect cash and banking transactions at WCSU. The selected candidate had working knowledge of accounts payable and reconciliation from a prior position. The candidate also had extensive use of Banner and Travel and Account Reconciliations. The selected candidate has a strong background in management and higher education administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Division of Institutional Advancement - Major Gifts Office

Selection(s): 1 White Female

For more information on the Division of Institutional Advancement, please review the provided link at: <https://www.wcsu.edu/giving/institutional-advancement/>.

Position Summary: The Major Gifts Officer is responsible for building WCSU's major gifts program by identifying, cultivating and soliciting major gifts, including but not limited to specific initiatives, unrestricted funds, and growth of the endowment. Develop measurable goals and implement news strategies that will secure major gifts donations and pledges. Identify potential major gifts donors and build the WCSU donor pipeline using prospect research. Conceptualize and create fund raising proposals for presentation to individuals, corporations and foundations. Manages all logistic details and arranges for personal meetings and/or academic or other WCSU program visits with major gift donors and prospects. Ensures and monitors accurate and timely recording, reconciliation and acknowledge of major gifts and pledges. Prepares regular status reports and ongoing updates on progress versus objectives. Monitors and evaluates the status and effectiveness of major gift supported programs/projects and prepares necessary reporting for donor stewardship. Develops and maintains a thorough working knowledge of all aspects of WCSU to ensure effective and accurate communication with current and potential donors. Assists with and participates in WCSU Foundation, Institutional Advancement and University events.

Qualifications: Bachelor's degree in the appropriate field; five (5) years of development experience, with at least three (3) years of major gifts fundraising experience; thorough understanding of all approaches and techniques used in the development process, including prospect identification and research, relationship building, solicitation and stewardship; proven track record of closing major gifts; excellent verbal and written communication skills, and must be technologically proficient.

APPLICANT BREAKDOWN

Twelve (12) applicants applied, 1 WM, 4 WF, 1 BM (goal candidate), 3 OM and 3 OF (goal candidates) which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Ten (10) applicants did not meet the minimum qualification with demonstrated Bachelor's degree and/or the five (5) years of development experience, with at least three (3) years of major gifts fundraising experience: 3 WF, 1 BM (goal candidate), 3 OM and 3 OF (goal candidates).

Two (2) applicants, 1 WM, 1 WF were extended in-person interviews. Of the two finalists, one (1) applicant: 1 WM was precluded from the search.

In the in-person campus interview, one (1) WM possessed a Bachelor's degree and articulated over five (5) of experience as an Assistant to the Director of Development at a university in New York. However, the candidate had limited major gifts/fundraising experience and/or no knowledge of donor recruitment and/or database management. The candidate also had limited experience with grant writing/proposal. This candidate was deemed an alternate selection.

The selected candidate, one (1) WF possessed a Bachelor's degree and clearly articulated five (5) years of experience as a Major Gift Officer and Development Director at a university in Connecticut. The selected candidate has over five (5) years of experience working major gifts fundraising donors and relationship networks from a prior position. The candidate also had

extensive use of donor recruitment and/or database management. The applicant had excellent interpersonal and verbal communication skills, was knowledgeable of a wide variety of fundraising techniques and strategies to utilize. The selected candidate has a strong background in donor management and higher education administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Division of Student Affairs – Office of Housing and Residence Life

Selection(s): 3 White Males and 1 Black Male (goal candidate)

The Office of Housing and Residence Life promotes an atmosphere that is conducive to establishing academic, social and personal growth of the resident student population, using WCSU's CULTURE™ (Creating Undergraduate Learning Through Unique Residential Experiences) and iMatter models. CULTURE/iMatter builds relationships, supports academics, and develops community via programming, mentoring, and academic initiatives. The Assistant to the Director/Resident Director are full-time, live in positions. For more information on the Office of Housing and Residence Life, please review the provided link at:
<https://www.wcsu.edu/housing/>.

Position Summary: The Resident Director ("RD") serves as a resource person within the residence halls who counsels students, promotes hall programming, and maintains a hall environment conducive to learning and individual growth. Makes referrals, advises residence hall groups, monitors facilities' needs and occupancy, and recruits, trains, supervises and evaluates resident assistants, academic resource mentors and information desk personnel and the student administrative assistant. Works cooperatively with the Office of Judicial Affairs on student conduct matters, as well as with the WestConnect Office on issues of access control.

Qualifications: Bachelor's degree is required, Master's degree is preferred. A minimum of one (1) year of post-baccalaureate, full-time residence life or student affairs experience is strongly preferred. Must have a valid driver's license and a vehicle available for job-related duties and meetings. Experience in residential administration, community development, supervision, or any other relevant knowledge which would equip the applicant to related to resident college students and staff efficiently is required. Proficiency in MS Office Suite, successful experience with an automated housing database management system (i.e., RMS, Adirondack, Banner, etc.) is preferred, as is general awareness of access control software and hardware. The successful candidate will have proficiencies in interpersonal relationships; possess excellent verbal and written communication skills; demonstrate the ability to manage multiple responsibilities, supervise staff, and exercise appropriate judgment and decision-making.

APPLICANT BREAKDOWN

One hundred and thirty-five (135) applicants applied: 16 WM, 13 WF, 2 BM (goal candidates), 2 BF (goal candidates), 3 HM, 1 HF, 48 OM and 49 OF (goal candidates), which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Fifteen (15) applicant withdrew their application from consideration before a review was conducted by the search committee: 5 WM, 2 WF, 4 OM, 4 OF (goal candidates)

Fifty (50) applicants did not meet the minimum qualification with demonstrated Bachelor's degree: 2 WM, 6 WF, 1 BF (goal candidate), 1 HM, 26 OM and 14 OF (goal candidates).

Forty-five (45) applicants did not meet the minimum qualification with demonstrated (post-bacalaurte) experience in residential administration, community development, supervision, or any other relevant knowledge which would equip the applicant to related to resident college students and staff efficiently: 6 WM, 3 WF, 1 HM, 12 OM and 23 OF (goal candidates).

Twenty-six (25) applicants, 3 WM, 2 WF, 2 BM (goal candidates), 1 BF (goal candidate), 1 HM, 2 HF, 6 OM, 8 OF (goal candidates) were extended in-person interviews. Of the twenty-six finalists, twenty-two (22) applicants: 2 WF, 1 BM (goal candidate), 1 BF (goal candidates), 1 HM, 2 HF, 6 OM and 8 OF (goal candidates) were precluded from the search.

In the in-person campus interview, 2 WF and 1 BF (goal candidate) each possessed a Bachelor's degree and articulated experience as a Resident Assistant for less than one year at an undergraduate college in Connecticut. Unfortunately, each candidate did not have the needed residential administration, community development and supervision experience. Each candidate did not have experience with access control software or hardware.

In the in-person campus interview, 1 BM (goal candidate), possessed a Bachelor's degree and articulated experience as a Student Affairs Coordinator at an undergraduate college in New York, but had limited residential administration, community development and supervision experience. The candidate did not have experience with access control software or hardware. This candidate was deemed an alternate selection.

In the in-person campus interview, 1 HM, 2 HF, 6 OM and 8 OF (goal candidates), each possessed a Bachelor's degree and each articulated experience as office support positions in Offices of Financial Aid, Enrollment Management and Admissions at various undergraduate colleges. Unfortunately, each candidate did not have the needed residential administration, community development and supervision experience. Each candidate did not have experience with access control software or hardware.

The selected candidate, one (1) WM, possessed a Bachelor's degree and clearly articulated a demonstrated experience as a Resident Director at an undergraduate college in New York and Connecticut. The selected candidate has over three (3) years of residence life experience as an Resident Director. The selected candidate had working knowledge of residential administration, community development and supervision. The selected candidate has a strong background in student administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

The selected candidate, one (1) BM (goal candidate), possessed a Bachelor's degree and clearly articulated a demonstrated experience as a Resident Director at an undergraduate college in Georgia. The selected candidate has over three (3) years of residence life experience as an Resident Director. The selected candidate had working knowledge of residential administration, community development and supervision. The selected candidate has a strong background in student administration in higher education. This search did meet a hiring goal, and WCSU welcomed the new hire in the Professional/Non-Faculty category

The selected candidate, one (1) WM, possessed a Bachelor's degree and clearly articulated a demonstrated experience as a Resident Director at an undergraduate college in Connecticut. The selected candidate has over three (3) years of residence life experience as an Resident Director. The selected candidate had working knowledge of residential administration, community development and supervision. The selected candidate has a strong background in student administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

The selected (alternate) candidate, one (1) WM, possessed a Bachelor's degree and clearly articulated a demonstrated experience as an interim Resident Director at WCSU. The selected candidate has over three (3) years of residence life experience as an Resident Director at WCSU. The selected candidate had working knowledge of residential administration, community development and supervision at WCSU. The selected candidate has a strong background in student administration in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Office of Information Technology and Innovation – Digital Media/Media Services

Selection(s): 1 White Male

For more information on the Western Connecticut State University Office of Information Technolgy and Innovation, please review the provided link at: <https://www.wcsu.edu/iti>.

Position Summary: The Assistant Director of Media Services has the primary responsibility to producing high quality, engaging video and digital media for promotional and instructional purposes for the university. The successful candidate will work with university staff, faculty, and students in developing a strategy to produce video and digital media that align with the goals. Additional duties include scheduling and providing media support for events held at the university; supervising the equipment distribution process; managing the Video Editing Lab; providing faculty and staff the necessary training in the use and application of media technology; researching and purchasing media equipment and materials; developing the content for and distribution of digital signage as well as supervision of part-time Media Service staff.

Qualifications: Bachelor's degree in Communication, Media Production, digital Media, or Film is required. Three (3) years of experience in producing digital media/video is required. Experience in a higher education Media Center, IT or Marketing/Communication are is preferred as is experience working with media technology (e.g., classroom technology). Must possess creative and technical proficiency in all aspects of digital media/video production (scripting, cinematography, lighting, audio, editing), have excellent communication skills; ability to communicate technical concepts to technical and non-technical people. Evening and weekend work will be required.

APPLICANT BREAKDOWN

Thirty-three (33) applicants applied, 13 WM, 2 WF, 1 BM, 9 OM and 8 OF (goal candidates) which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Fifteen (15) applicants did not meet the minimum qualification with demonstrated Bachelor's degree in Communications, Media Production, digital Media, or Film: 6 WM, 2 WF, 1 BM 2 OM and 4 OF (goal candidates).

Fifteen (15) applicants did not meet the minimum qualification with demonstrated three (3) years of experience in producing digital media/video and/or possess creative and technical proficiency in all aspects of digital media/video production (scripting, cinematography, lighting, audio, editing): 5 WM, 6 OM and 4 OF (goal candidates).

Three (3) applicants, 2 WM, 1 OM were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WM, 1 OM were precluded from the search.

In the in-person campus interview, one (1) WM, possessed a Bachelor's degree in Media Production and had high digital media production experience, but no experience in non-production job duties.

In the in-person campus interview, one (1) OM, possessed a Bachelor's degree in Digital Media, and had good experience with non-video job duties required for the position. However, the 1 OM had limited experience in the use of video reel(s) for non-live event production.

The selected candidate, one (1) WM, possessed a Bachelor's degree in Media Production, had strong skills and experience in production and non-production job duties as a Media Specialist at WCSU. The applicant had a strong production reel, and excels in video or digital media creation, establishing a vibrant WCSU social media video presence that granted thousands of views on Facebook, Twitter YouTube and Instagram. The selected candidate has a strong background in media and digital production in higher education. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Macricosta School of Arts of Sciences – Library Administration

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. Western Connecticut State Library is a dynamic learning center that fosters the discovery, creation, and reinterpretation of knowledge. The faculty and staff are committed to enhancing learning and teaching by connecting researchers with information resources designed to meet the curricular, intellectual, and professional needs of the university community. For more information on the Western Connecticut State University Library, please review the provided link at: <http://libguides.wcsu.edu/about-us/libraries>.

Position Summary: The Student Success (Assistant) Librarian collaborates with appropriate campus entities to develop and assist with outreach events that increase student engagement with the library and first year programs. Develop and teach one credit peer-mentor course in collaboration with appropriate university offices and departments. Design, deliver, and assess library instruction for first year, general education, and other programs to support learning and engagement in the University. Collaborate with library faculty colleagues to develop educational services that integrate information literacy and research skills into undergraduate programs. Provide research assistance in person and online, including some evening and weekend hours.

Investigate, recommend, develop and coordinate scalable library programs related to student engagement, academic engagement, and orientation for undergraduate students, with an emphasis on information literacy skill-building of early-stage undergraduates and transfer students. Shape new directions for initiatives that support student learning and provide library services where students expect to find them. Serve as liaison librarian for assigned departments by performing research consultations, instruction, collection development, creating LibGuides, and other general liaison tasks. Participate in library faculty governance.

Qualifications: Required qualifications include an ALA accredited graduate degree; demonstrated knowledge of current and emerging trends in library technologies; ability to work collaboratively as well as independently; excellent written and oral communication, interpersonal communication and public presentation skills; flexibility, adaptability, and the ability to work successfully in a complex, dynamic environment with competing demands are required. Preferred qualifications include knowledge of learning management systems and distance education; understanding of pedagogical methods and learning outcomes assessment to support instruction; demonstrated supervisory experience; a strong commitment to service excellence and demonstrated passion for teaching and supporting undergraduate student learning. The University is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first generation and under-represented groups.

APPLICANT BREAKDOWN

Forty-nine (49) applicants applied: 5 WM, 14 WF, 3 BF (goal candidate), 3 HF, 13 OM and 11 OF (goal candidates), which constituted the applicant pool for this administrative/faculty search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Forty-six (46) applicants did not meet the minimum qualifications with demonstrated graduate degree and/or demonstrated knowledge of current and emerging trends in library technologies: 4 WM, 12 WF, 3 BF (goal candidates), 3 HF, 13 OM and 11 OF (goal candidates).

Three (3) applicants, 1 WM, 2 WF were extended in-person interviews. Of the three finalists, two (2) applicant: 1 WM and 1 WF were precluded from the search.

In the in-person campus interview, 1 WM and 1 WF both articulated the level of academic experience in library administration, but each candidate had not developed the research and experience (at an Assistant Professor level) with areas of expertise in library science, learning management systems (Blackboard) use and distance learning experience.

The selected candidate, one (1) WF, clearly articulated a demonstrated experience in library administration with student-centered focus on information literacy concentration. The selected candidate had a concise teaching pedagogy with academic and non-academic contexts in library sciences and information literacy. The selected candidate had research experience in identifying research relevance and curriculum instruction in subjects of distance learning, hybrid

literacy/distance learning and using Learning Management Systems (i.e., Blackboard and Hobsons Management). The selected candidate also has facilitated knowledge-sharing and training experience for students and community-based citizens across disciplines. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

Macricosta School of Arts of Sciences – Library Administration

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. Western Connecticut State Library is a dynamic learning center that fosters the discovery, creation, and reinterpretation of knowledge. The faculty and staff are committed to enhancing learning and teaching by connecting researchers with information resources designed to meet the curricular, intellectual, and professional needs of the university community. For more information on the Western Connecticut State University Library, please review the provided link at: <http://libguides.wcsu.edu/about-us/libraries>.

Position Summary: The Tutoring Resource Center (“TRC”) Coordinator plays a pivotal role in supporting academic and professional success for all WCSU students. Reporting to the Director of Library Services, and working closely with the First Year Program, this person will join a team of faculty and staff charged with improving the coordination and delivery of critical student academic success services at WCSU. They will primarily coordinate tutoring services on the mid-town campus and manage day-to-day operations of the TRC. Recruits, hires and supervises peer tutors, including conducting performance reviews. Prepares, tracks, and maintains schedule of tutoring appointments. Schedules ongoing professional development for tutors. Tracks budget and manages payroll for the TRC. Documents tutoring sessions and use of services. Provides reports of activities as requested. Coordinates advertising and outreach for the TRC, including website maintenance and development. Collaborates with all other student success services. (Ansell Learning Commons; Writing Center; Math Clinic, etc.) on the development and implementation of a plan for consistent training of tutors, common platforms for tutor scheduling, and assessment of tutoring services at WCSU. Works with academic departments to develop tutoring options that best serve their majors (supplemental instructions, group tutoring, etc.). In collaboration with the First Year Program, supports the development and assessment of a robust Peer Educator Network. Serves on the Student Academic Success Committee. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications: Bachelor’s degree in a relevant field. Three (3) years of experience working in a Tutoring Resource Center or its equivalent. Excellent oral and written communication skill. Strong customer service focus. Strong technology/computer skills. Excellent organizational skills. Flexible and adaptable. Self-motivated, ability to manage multiple projects and set priorities.

APPLICANT BREAKDOWN

Two (2) applicants applied, which constituted the applicant pool for this administrative search: 1WF and 1 OF (goal candidate)

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vitae; and the names and contact information for at least three (3) professional references who can comment on the applicant’s teaching, scholarship and/or service/leadership.

During the review of application materials, the search committee precluded the following applicants:

Two (2) applicants were extended in-person interviews: 1 WF and 1 OF (goal candidate)

Of the two finalists, one (1) applicant: 1 OF (goal candidate) was precluded from the search. The applicants did not have experience working in higher education.

In the in-person campus interview, 1 OF (goal candidate) possessed the Bachelor's degree, but did not articulate having the three (3) years of experience working in a Tutoring Resource Center or a comparable equivalent from her prior position.

The selected candidate one (1) WF possessed the Bachelor's degree and articulated having over three (3) years of experience in tutoring and student guidance in library administration at WCSU. The applicant articulated solid theory and approaches to tutoring and peer mentoring that were relevant to the position function. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

School of Professional Studies – Nursing Department

Selection(s): 1 White Male

For more information on the School of Professional Studies, please review the provided link at: <https://www.wcsu.edu/sps/>.

Position Summary: The Coordinator of Simulation and Clinical Learning will manage the day to day activities of the Simulation Center. Schedules activities, room assignments, coordinates, as well as designs, implements and evaluates simulation-based learning activities utilizing recognized standards and evidence for students. Creates and maintains an atmosphere of mutual respect and professionalism, and ensures student and faculty confidentiality within the Simulation Center. Tracks student and faculty evaluation data in coordination with program coordinators and the program. Utilizes data to support quality improvement within the Simulation Center. In collaboration with the Nursing chairperson and department faculty, creates a plan for expanding simulation-based learning experiences for nursing students and other members of the School. Assists faculty to integrate simulation-based activities into their courses and into the curriculum. Supports student and faculty simulation research projects and utilizes current research findings in simulation to promote best practices in simulation design and operations. Attends simulation-based conferences, webinars and seminars, and seeks membership in simulation organizations. Develops instructional materials for students, laboratory assistants and faculty. Orients faculty and instructors to simulation procedures, location and use of equipment and technology and manages the day to day operations of the Simulation Center. Maintains simulation inventory and provides for equipment updates, maintenance, repair and replacement and continuously updates simulation-based educational experiences to reflect current standards, and best practices. In coordination with IT, troubleshoots technology issues. Serves as a liaison to external vendors. May supervise student workers or other part time staff as needed.

Qualifications: Master's degree in Nursing is required. Four (4) years of practice in a relevant clinical practice, which includes two (2) years of experience with simulation education for nursing students; current Connecticut state license as a registered nurse and Healthcare Simulation Educator (CHSE) or NLN Certification for Nurse Educators (CNE); evidence of coursework or education in simulation pedagogy, operations, technology and nursing education is preferred, as is experience

with inter-professional simulation, and recognized leadership in simulation leadership at the state or national level.

APPLICANT BREAKDOWN

Two (2) applicants applied, which constituted the applicant pool for this administrative search: 1 WM and 1 OF (goal candidate).

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Two (2) applicants, 1 WM, 1 OF (goal candidate) were extended in-person interviews. Of the two finalists, one (1) applicant: 1 OF (goal candidate) was precluded from the search.

In the in-person campus interview, one (1) OF (goal candidate), possessed a Master's degree in Nursing, but did not have the four (4) years of practice in a relevant clinical practice. The 1 OF did possess a current Connecticut state license as a registered nurse, but did not have the Healthcare Simulation Education (CHSE) certification. The 1 OF (goal candidate) also had less than one (1) year of experience with simulation education for nursing students.

The selected candidate one (1) WM, possessed a Master's degree in Nursing. The 1 WM had over four (4) years of experience in simulation, designing and developing simulation scenarios and student objectives at Danbury Hospital. The 1 WM had a current Connecticut state license as a registered nurse and Healthcare Simulation Education (CHSE) certification. The 1 WM had good interpersonal skills, demonstrated working knowledge in troubleshooting as well as advanced nursing laboratory skills, and knowledge of ordering inventory. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Professional/Non-Faculty category

SECRETARIAL CLERICAL, All titles except Secretary 2

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there was ten (10) critical searches that was conducted and executed in the Secretarial Clerical occupational category.

Goals (5): 3 WM, 1 BM, 1 HM

Hires (10): 4 WF, 1 BF, 1 HM, 4 HF

Division of Enrollment Management – Admissions Office

Selection(s): 1 Black Female

The Office of Admissions is responsible for all aspects pertaining to the recruiting and enrollment of first time and transfer students. This includes: Data analysis; Staying apprised of news and trends that impact college admissions and enrollment; Determining appropriate messaging and timing of said messages to prospective students; Scheduling travel to visit high schools and attend college fairs to meet with prospective students, their parents, plus guidance and transfer counselors; Building professional relationships with guidance counselors and college/transfer advisors; Meeting with prospective students on campus during daily visit opportunities and admissions related events; Reading and making decisions on student applications; Communicating with all parties involved in the admissions cycle, and other duties as needed. For more information on the Admissions Office, please review the provided link at: <https://www.wcsu.edu/admissions/>.

Position Summary: The Administrative Assistant will perform the most complex office administrative duties as a described in the following areas: Using a personal computer or other electronic equipment, formats and types of full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofread for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager’s signature. Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations. Acts for manger by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager’s absence (within prescribed limits of authority). Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. Authorizes purchase and payments (within prescribed limits of authority); develops input prepares documentation for office and/or department budget; coordinates budget control and monitors; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

Administrative Assistant duties also include, but are not limited to: maintaining the director’s calendar and schedule; collect data as needed; assist with tracking budgets and initiate purchase

requests; process travel and conference paperwork; collaborate on improvements to office processes, information, and interactions with students, faculty and staff; create and/or update office manual/procedure documents, website content, social media, and any office type of communications; assist with payroll and department scheduling; greet individuals in a professional manner, utilize provided intake forms and follow established office procedures to screen students for urgent and non-urgent matters; maintain confidentiality; schedule appointments; input data in the electronic database; assist students with utilizing tablets when entering data; answer phones and take messages; manage files; arrange and coordinate meetings/take meeting minutes, and order/maintain office supplies.

Qualifications: Four (4) years of experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 2 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (½) year of experience to a maximum of two (2) years. Preference will be given to applicants who can demonstrate in their application: excellent written and verbal communication skills. Possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills. Proficiency in Microsoft Office including Outlook, Excel and Word. Experience with handling confidential materials/data. Experience in Higher Education, Banner and Supervisory experience.

APPLICANT BREAKDOWN

Four hundred and eighty (480) applicants applied, 5 WM (goal candidates), 125 WF, 1 BM (goal candidates), 44 BF, 4 HM (goal candidates), 32 HF, 20 OM and 249 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Four hundred and seventy-seven (477) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 5 WM (goal candidates), 124 WF, 1 BM (goal candidate), 43 BF, 4 HM (goal candidates), 32 HF, 20 OM and 248 OF.

Three (3) applicants, 1 WF, 1 BF, 1 OF (goal candidate) were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF, 1 OF (goal candidate) were precluded from the search.

In the in-person campus interview, one (1) WF, possessed a Bachelor’s degree, and has served in a clerical (part-time) position at WCSU for over four (4) years with use of the Banner system. However, the 1 WF had limited strategies for time management and customer service skills and no experience working closely with the student population. The 1 WF had limited experience with the use with certain MS Office Suite programs (i.e. MS Access, Excel and Powerpoint).

In the in-person campus interview, one (1) OF, possessed a Bachelor’s degree, and has served as an Administrative Assistant for the Fiscal and Administrative Office for less than two years at the University of Bridgeport with similar use of a HRIS student tracking system. However, the one

(1) OF (goal candidate), had limited experience working closely with the student population and limited strategies for time management and customer service skills.

The selected candidate, one (1) BF, possessed a Bachelor's degree, has strong skills and experience as an Administrative Assistant at North Carolina A& T University in North Carolina. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher, One Note, etc.). The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and ability to maintain in-house database systems (comparable Banner system). The selected candidate has a strong background in clerical positions in higher education from two prior positions. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

Division of Student Affairs – Career Success Center

Selection(s): 1 White Female

For more information on the Career Success Center, please review the provided link at:
<https://www.wcsu.edu/careersuccess/>.

Position Summary: The Administrative Assistant will perform the most complex office administrative duties as a described in the following areas: Using a personal computer or other electronic equipment, formats and types of full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofread for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature. Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations. Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority). Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. Authorizes purchase and payments (within prescribed limits of authority); develops input prepares documentation for office and/or department budget; coordinates budget control and monitors; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

Administrative Assistant duties also include, but are not limited to: maintaining the director's calendar and schedule; collect data as needed; assist with tracking budgets and initiate purchase requests; process travel and conference paperwork; collaborate on improvements to office processes, information, and interactions with students, faculty and staff; create and/or update office manual/procedure documents, website content, social media, and any office type of communications; assist with payroll and department scheduling; greet individuals in a professional manner, utilize provided intake forms and follow established office procedures to screen students for urgent and non-urgent matters; maintain confidentiality; schedule appointments; input data in the electronic database; assist students with utilizing tablets when entering data; answer phones and

take messages; manage files; arrange and coordinate meetings/take meeting minutes, and order/maintain office supplies.

Qualifications: Four (4) years of experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 2 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (½) year of experience to a maximum of two (2) years. Preference will be given to applicants who can demonstrate in their application: excellent written and verbal communication skills. Possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills. Proficiency in Microsoft Office including Outlook, Excel and Word. Experience with handling confidential materials/data. Experience in Higher Education, Banner and Supervisory experience.

APPLICANT BREAKDOWN

Five hundred (500) applicants applied, 12 WM (goal candidates), 121 WF, 5 BM (goal candidates), 40 BF, 6 HM (goal candidates), 32 HF, 12 OM and 272 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Four hundred and ninety-six (496) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 12 WM (goal candidates), 117 WF, 5 BM (goal candidates), 40 BF, 6 HM (goal candidates), 32 HF (goal candidates), 12 OM and 272 OF.

Four (4) applicants, 4 WF were extended in-person interviews. Of the four finalists, three (3) applicants: 3 WF were precluded from the search.

In the in-person campus interview, one (1) WF, possessed a Bachelor’s degree, and has served as an Assistant to the Director in a non-profit organization for one (1) year. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience and no experience with the use of Banner systems or working closely with the student population. The 1 WF has limited experience with strategies for time management and customer service skills.

In the in-person campus interview, one (1) WF, has served as a (temporary) Administrative Assistant at a career placement organization for two (2) years. The applicant has administrative and customer service experience. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience, no experience with the use of Banner systems or working closely with the student population.

In the in-person campus interview, one (1) WF, has served in an Executive Administrative Assistant position in a private organization for ten (10) years with strong skills in time management and customer service. The applicant is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 WF had supervisory experience with overseeing schedules and administrative assignments for three subordinate clerical staff. However, the 1 WF

had no experience with the use of Banner systems and no experience working closely with the student population. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WF, possessed a Bachelor's degree, has five (5) years of administrative and clerical experience as a Secretary 2 with the Department of Computer Science at Southern Connecticut State University in Connecticut. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has supervisory experience with three subordinate staff of two (2) University Assistants and one (1) student employee in her prior position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a strong background in clerical positions in higher education from two prior positions. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

Division of Student Affairs – Counseling Center

Selection(s): 1 Hispanic Female

For more information on the Counseling Center, please review the provided link at:
<https://www.wcsu.edu/counseling/>.

Position Summary: The Administrative Assistant will perform the most complex office administrative duties as a described in the following areas: Using a personal computer or other electronic equipment, formats and types of full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofread for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature. Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations. Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority). Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. Authorizes purchase and payments (within prescribed limits of authority); develops input prepares documentation for office and/or department budget; coordinates budget control and monitors; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

Administrative Assistant duties also include, but are not limited to: maintaining the director's calendar and schedule; collect data as needed; assist with tracking budgets and initiate purchase requests; process travel and conference paperwork; collaborate on improvements to office processes, information, and interactions with students, faculty and staff; create and/or update office manual/procedure documents, website content, social media, and any office type of communications; assist with payroll and department scheduling; greet individuals in a professional manner, utilize provided intake forms and follow established office procedures to screen students

for urgent and non-urgent matters; maintain confidentiality; schedule appointments; input data in the electronic database; assist students with utilizing tablets when entering data; answer phones and take messages; manage files; arrange and coordinate meetings/take meeting minutes, and order/maintain office supplies.

Qualifications: Four (4) years of experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 2 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (½) year of experience to a maximum of two (2) years. Preference will be given to applicants who can demonstrate in their application: excellent written and verbal communication skills. Possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills. Proficiency in Microsoft Office including Outlook, Excel and Word. Experience with handling confidential materials/data. Experience in Higher Education, Banner and Supervisory experience.

APPLICANT BREAKDOWN

Three hundred and thirty-eight (338) applicants applied, 10 WM (goal candidates), 98 WF, 5 BM (goal candidates), 22 BF, 2 HM (goal candidates), 23 HF, 8 OM and 170 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Three hundred and thirty-five (335) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 10 WM (goal candidates), 97 WF, 5 BM (goal candidates), 21 BF, 2 HM (goal candidates), 22 HF, 8 OM and 170 OF.

Three (3) applicants, 1 WF, 1 BF, 1 HF were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF, 1 BF were precluded from the search.

In the in-person campus interview, one (1) BF, possessed a Bachelor’s degree, and has served as an Assistant to the Director at a counseling office at an undergraduate college for less than one (1) year. The applicant has limited proficiency in the use of MS Office Suite programs and experience in handling with mental health clients.. The 1 BF also has limited experience with the use of Banner (or any comparable) student database systems and no experience working closely with the student population in a counseling center/office. The 1 BF has no supervisory experience as well as limited experience with strategies for time management and customer service skills.

In the in-person campus interview, one (1) WF, has served as an Administrative Manager at a dental office for seven (7) years. The applicant has supervisory, administrative and customer service experience, but no experience with handling mental health clients. The applicant has proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience, no experience with the use of Banner systems or working closely with the student population.

The selected candidate, one (1) HF, possessed a Bachelor's degree, has six (6) years of administrative and clerical experience as a Secretary with the private psychological center in Connecticut. The applicant had a strong administrative experience, experience with handling mental health clients, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 HF has supervisory experience with four (4) subordinate staff with two (2) office assistants and two (2) student mental health interns in her prior position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of in-house database systems (comparable to the Banner system). The selected candidate has a background in clerical positions in higher education from two prior positions. This search did meet a hiring goal, and WCSU welcomed the new hire in the Secretarial/Clerical category

Macricosta School of Arts of Sciences – Library Administration

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. Western Connecticut State Library is a dynamic learning center that fosters the discovery, creation, and reinterpretation of knowledge. The faculty and staff are committed to enhancing learning and teaching by connecting researchers with information resources designed to meet the curricular, intellectual, and professional needs of the university community. For more information on the Western Connecticut State University Library, please review the provided link at: <http://libguides.wcsu.edu/about-us/libraries>.

Position Summary: The Administrative Assistant will perform the most complex office administrative duties as a described in the following areas: Using a personal computer or other electronic equipment, formats and types of full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofread for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature. Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations. Acts for manger by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority). Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. Authorizes purchase and payments (within prescribed limits of authority); develops input prepares documentation for office and/or department budget; coordinates budget control and monitors; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

Administrative Assistant duties also include, but are not limited to: maintaining the director's calendar and schedule; collect data as needed; assist with tracking budgets and initiate purchase requests; process travel and conference paperwork; collaborate on improvements to office processes, information, and interactions with students, faculty and staff; create and/or update office

manual/procedure documents, website content, social media, and any office type of communications; assist with payroll and department scheduling; greet individuals in a professional manner, utilize provided intake forms and follow established office procedures to screen students for urgent and non-urgent matters; maintain confidentiality; schedule appointments; input data in the electronic database; assist students with utilizing tablets when entering data; answer phones and take messages; manage files; arrange and coordinate meetings/take meeting minutes, and order/maintain office supplies.

Qualifications: Four (4) years of experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 2 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (½) year of experience to a maximum of two (2) years. Preference will be given to applicants who can demonstrate in their application: excellent written and verbal communication skills. Possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills. Proficiency in Microsoft Office including Outlook, Excel and Word. Experience with handling confidential materials/data. Experience in Higher Education, Banner and Supervisory experience.

APPLICANT BREAKDOWN

Three hundred and fifty-one (351) applicants applied, 7 WM (goal candidates), 62 WF, 1 BM (goal candidate), 14 BF, 16 HF, 13 OM and 238 OF, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Three hundred and forty eight (348) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 7 WM (goal candidates), 59 WF, 1 BM (goal candidate), 14 BF, 16 HF, 13 OM and 238 OF.

Three (3) applicants, 3 WF were extended in-person interviews. Of the three finalists, two (2) applicants: 2 WF were precluded from the search.

In the in-person campus interview, one (1) WF, possessed an Associate’s degree, and has served as an Executive Assistant to the Director at a K-12 school district for three (3) years. The applicant has proficiency in the use of MS Office Suite programs and experience in handling with a diverse student population. The 1 WF also has limited experience with the use of Banner (or any comparable) student database systems and no supervisory experience.

In the in-person campus interview, one (1) WF, has served as a Secretary 2 at the Department of Biological and Environment Sciences for seven (7) years at WCSU. The applicant has supervisory, administrative and customer service experience. The 1 WF has experience with the use of the Banner system. The applicant has proficiency in the use of MS Office Suite programs. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WF, possessed a Bachelor's degree, has served as a Secretary 2 at the Department of Social Sciences for five (5) years at WCSU. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has supervisory experience with two (2) subordinate staff with two (2) university assistants in her prior position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of the Banner system. The selected candidate has a background in clerical positions in higher education from two prior positions. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

School of Professional Studies ("SPS") – Office of the SPS Dean

Selection(s): 1 White Female

For more information on the School of Professional Studies, please review the provided link at: <https://www.wcsu.edu/sps/>.

Position Summary: The Administrative Assistant will perform the most complex office administrative duties as a described in the following areas: Using a personal computer or other electronic equipment, formats and types of full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofread for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals. Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature. Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations. Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority). Screens letters, memos, reports, and other materials to determine action required; may make recommendations to supervisor. Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements. Authorizes purchase and payments (within prescribed limits of authority); develops input prepares documentation for office and/or department budget; coordinates budget control and monitors; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

Administrative Assistant duties also include, but are not limited to: maintaining the director's calendar and schedule; collect data as needed; assist with tracking budgets and initiate purchase requests; process travel and conference paperwork; collaborate on improvements to office processes, information, and interactions with students, faculty and staff; create and/or update office manual/procedure documents, website content, social media, and any office type of communications; assist with payroll and department scheduling; greet individuals in a professional manner, utilize provided intake forms and follow established office procedures to screen students for urgent and non-urgent matters; maintain confidentiality; schedule appointments; input data in the electronic database; assist students with utilizing tablets when entering data; answer phones and take messages; manage files; arrange and coordinate meetings/take meeting minutes, and order/maintain office supplies.

Qualifications: Four (4) years of experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 2 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (½) year of experience to a maximum of two (2) years. Preference will be given to applicants who can demonstrate in their application: excellent written and verbal communication skills. Possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills. Proficiency in Microsoft Office including Outlook, Excel and Word. Experience with handling confidential materials/data. Experience in Higher Education, Banner and Supervisory experience.

APPLICANT BREAKDOWN

Five hundred and twenty (520) applicants applied, 8 WM (goal candidates), 144 WF, 3 BM (goal candidates), 33 BF, 3 HM (goal candidates), 51 HF, 16 OM and 262 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Five hundred and twelve (512) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 8 WM (goal candidates), 136 WF, 3 BM (goal candidates), 33 BF, 3 HM (goal candidates), 51 HF, 16 OM and 262 OF.

Eight (8) applicants, 8 WF were extended in-person interviews. Of the eight finalists, seven (7) applicants: 7 WF were precluded from the search.

In the in-person campus interview, one (1) WF, possessed an Associate’s degrees, and had served as Office Assistant to an Assistant Principal in a public school district for thirteen (13) years. The applicant has proficiency in the use of MS Office Suite programs and experience in handling with a diverse student population. The 1 WF also has limited experience with the use of Banner (or any comparable) student database systems and no supervisory experience.

In the in-person campus interview, one (1) WF, has served as Secretary to a principal in a public school district for two (2) years. The applicant has proficiency in the use of MS Office Suite programs and experience in handling with a diverse student population. The 1 WF also has limited experience with the use of Banner (or any comparable) student database systems and no supervisory experience.

In the in-person campus interview, one (1) WF, possessed a Bachelor’s Degree, and has served as an Office Assistant at the State of Connecticut Department of Social Services for two (2) years. The applicant has supervisory, administrative and customer service experience. The 1 WF has no supervisory experience, no experience with the use of Banner systems or working closely with the student population. The applicant has proficiency in the use of MS Office Suite programs.

In the in-person campus interview, one (1) WF, has a Bachelor's Degree, but has served as a Secretary for a Director of Campus Planning at Sacred Heart University for less than one (1) year. The applicant has no supervisory, administrative and customer service experience. The 1 WF has experience with the use of a comparable Banner (HRIS) system, but no direct experience working with a diverse student population. The applicant has proficiency in the use of MS Office Suite programs.

In the in-person campus interview, one (1) WF, has a Bachelor's Degree, but has served as an Assistant to the Director for Multicultural Programs at the University of New Haven for one (1) year. The applicant has limited supervisory, administrative and customer service experience. The 1 WF has experience with the use of a comparable Banner (HRIS) system, and experience working with a diverse student population. The applicant has proficiency in the use of MS Office Suite programs.

In the in-person campus interview, one (1) WF, has served as a Secretary 2 at the Department of Biological and Environment Sciences for seven (7) years at WCSU. The applicant has supervisory, administrative and customer service experience. The 1 WF has experience with the use of the Banner system. The applicant has proficiency in the use of MS Office Suite programs. The applicant was deemed an alternate candidate for consideration.

In the in-person campus interview, one (1) WF, has served as a Secretary 2 at the Department of Art and Music for three (3) years at Central Connecticut State University. The applicant has supervisory, administrative and customer service experience. The 1 WF has experience with the use of the Banner system. The applicant has proficiency in the use of MS Office Suite programs. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WF, possessed a Bachelor's degree, has served as a Secretary 2 at the Department of Communications for fourteen (14) years at WCSU. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has supervisory experience with two (2) subordinate staff with two (2) university assistants in her prior position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of the Banner system. The selected candidate has a background in clerical positions in higher education from two prior positions. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

Division of Environmental, Facilities and Operations – Environmental Health & Safety Office
Selection(s): 1 Hispanic Male (goal candidate)

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Environmental Health and Safety (“EHS”) Assistant s responsible for assisting the Director of Environmental Health & Safety in the day to day management of all environmental health and safety programs. This will include in assisting in incident investigations, OSHA 300 log management, and implementing ergonomic and industrial hygiene programs. Will also be responsible for collecting and preparing biological and universal waste for disposal, conducting inspections of life and fire safety equipment, as well as delivering training to students and staff.

Qualifications: Bachelor's degree in a related field is required, as is two (2) years' experience in the environmental health and safety field. Hazardous Waste Operation & Maintenance Training (Hazwoper 40 hour certification) is preferred. Knowledge of chemicals properties and segregation techniques is required, as well as basic knowledge of OSHA's general industry safety standards. Solid recordkeeping skills required. In addition to being able to lift 50 lbs., the successful candidate must pass a pre-employment medical exam, and is required to be fit tested for and to wear respirator. A valid driver's license is required, a CDL is preferred.

APPLICANT BREAKDOWN

Forty-seven (47) applicants applied, 8 WM (goal candidate), 1 WF, 2 BF, 1 HM (goal candidate), 19 OM and 16 OF, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; and the names and contact information for at least three (3) professional references who can comment on the applicant's professional experience.

During the review of application materials, the search committee precluded the following applicants:

Twenty-two (22) applicants did not meet the minimum qualification with demonstrated Bachelor's degree in a related field and two years of experience in the environmental health and safety field: 3 WM (goal candidates), 1 WF, 1 BM (goal candidate), 10 OM and 7 OF.

Twenty-two (22) applicants did not meet the minimum qualification with the demonstrated knowledge of chemicals properties and segregation techniques, basic knowledge of OSHA's general industry safety standards, solid recordkeeping skills and/or a valid drivers license: 3 WM (goal candidates), 2 BF, 9 OM and 9 OF.

Three (3) applicants, 2 WM (goal candidates), 1 HM (goal candidate) were extended in-person interviews. Of the three finalists, two (2) applicants: 2 WM were precluded from the search.

In the in-person campus interview, one (1) WM (goal candidate), possessed a Bachelor's degree in Chemistry and has less than one (1) year of experience as an Environmental Health and Safety Inspector in the construction field, but limited knowledge of OSHA's general industry safety standards, ergonomic assessments and segregation techniques in a higher education setting.

In the in-person campus interview, one (1) WM (goal candidate), possessed a Bachelor's degree in Physics and Bio-chemistry and has four (4) years of experience as an environmental health and safety analyst with the State of Connecticut Department of Transportation, but limited field experience, limited exposure in a unionized environment and limited knowledge of chemicals properties, ergonomic assessments and segregation techniques in a higher education setting.

The selected candidate, one (1) HM (goal candidate), possessed a Bachelor's degree in Chemistry, has five (5) years of experience as a Environmental Health and Safety Inspector for the New York City Department of Buildings. The 1 HM has experience completing the OSHA 300 logs, expressed confidence in assisting in incident/accident investigation processes and conveyed familiarity with universal and hazardous waste management protocols in a unionized environment. The candidate also has experience conducting numerous ergonomic assessments in office, business, and shop floor settings in a unionized environment.

Division of Enrollment Management–Admissions Office

Selection(s): 1 Hispanic Female

The Office of Admissions is responsible for all aspects pertaining to the recruiting and enrollment of first time and transfer students. This includes: Data analysis; Staying apprised of news and trends that impact college admissions and enrollment; Determining appropriate messaging and timing of said messages to prospective students; Scheduling travel to visit high schools and attend college fairs to meet with prospective students, their parents, plus guidance and transfer counselors; Building professional relationships with guidance counselors and college/transfer advisors; Meeting with prospective students on campus during daily visit opportunities and admissions related events; Reading and making decisions on student applications; Communicating with all parties involved in the admissions cycle, and other duties as needed. For more information on the Admissions Office, please review the provided link at: <https://www.wcsu.edu/admissions/>.

This position provides support for the Admissions Office at Western Connecticut State University on the Midtown Campus. The Office Assistant will be responsible for the full range of office support duties as well as a wide variety of functional coverage and back up support as needed to students and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide office support, as well as front desk reception and telephone support to the Director, along with providing general support to staff in the Admissions Office.

Position Summary: The Office Assistant performs the most complex office administrative duties as a described in the following areas: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. Sets up and maintains office procedures, filing and indexing systems and forms for own use. Composes routine correspondence. Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

The incumbent will be responsible for the full range of duties including, but not limited to: responding to phone and in-person requests; processing the mail and entering data into the Banner system; processing of applications for admission; maintaining student files and records; and performing related duties as required

Qualifications: Four (4) years' experience above the routine clerk level in office support or secretarial work. One (1) year of General Experience must have been as a Secretary 2 or its equivalent.

APPLICANT BREAKDOWN

Five hundred and eighty-eight (588) applicants applied, 41 WM (goal candidates), 225 WF, 8 BM (goal candidates), 39 BF, 11 HM, 45 HF, 16 OM and 203 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Five hundred and eighty-four (584) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 41 WM (goal candidates), 223 WF, 8 BM (goal candidates), 38 BF, 11 HM, 44 HF, 16 OM and 203 OF.

Four (4) applicants, 2 WF, 1 BF, 1 HF were extended in-person interviews. Of the four finalists, three (3) applicants: 2 WF and 1 BF were precluded from the search.

In the in-person campus interview, one (1) WF, has an Associate degree, and has served as an student employee with the Office of the Bursar for two (2) years at Central Connecticut State University. The applicant has administrative and customer service experience and has worked with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience and limited experience with the use of Banner systems.

In the in-person campus interview, one (1) WF, has served in an Executive Administrative Assistant position in a private organization for ten (10) years with strong skills in time management and customer service. The applicant is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 WF had supervisory experience with overseeing schedules and administrative assignments for three subordinate clerical staff. However, the 1 WF had no experience with the use of Banner systems and no experience working closely with the student population. The applicant was deemed an alternate candidate for consideration.

In the in-person campus interview, one (1) BF, has a Bachelor's degree and current graduate student, and has served in a graduate intern position with the Office of Judicial Affairs position for two (2) years at WCSU. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 BF had supervisory experience with overseeing scheduling and administrative assignments for two student employees. However, the 1 BF had limited experience with the use of Banner systems for Admissions and/or student services. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) HF, possessed an Associate's degree, has five (5) years of administrative and clerical experience as an Office Assistant with the Office of Fiscal Affairs with

WCSU in Connecticut. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 HF has limited supervisory experience with one (1) student employee in her current position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a strong background in clerical positions in higher education from one prior position. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

Division of Enrollment Management – Cashier’s Office

Selection(s): 1 Hispanic Female

For information about the Cashier’s Office, please review the provided link at:

<https://www.wcsu.edu/cashiers/>.

This position provides support for the Cashier’s Office at Western Connecticut State University on the Middtown Campus. The Office Assistant will be responsible for the full range of office support duties as well as a wide variety of functional coverage and back up support as needed to students and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide office support, as well as front desk reception and telephone support to the Director of the Cashier’s Office, along with providing general support to staff in the Cashier’s Office.

Position Summary: The Office Assistant performs the most complex office administrative duties as a described in the following areas: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. Sets up and maintains office procedures, filing and indexing systems and forms for own use. Composes routine correspondence. Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

The incumbent will be responsible for the full range of duties including, but not limited to: responding to phone and in-person requests; processing the mail and entering data into the Banner system; processing of applications for admission; maintaining student files and records; and performing related duties as required

Qualifications: Four (4) years' experience above the routine clerk level in office support or secretarial work. One (1) year of General Experience must have been as a Secretary 2 or its equivalent.

APPLICANT BREAKDOWN

Four hundred and thirty-two (432) applicants applied, 7 WM (goal candidates), 106 WF, 2 BM (goal candidates), 28 BF, 5 HM, 26 HF, 12 OM and 246 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Four hundred and twenty-nine (429) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 7 WM (goal candidates), 105 WF, 2 BM (goal candidates), 27 BF, 5 HM, 25 HF, 12 OM and 246 OF.

Three (3) applicants, 1 WF, 1 BF, 1 HF were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF and 1 BF were precluded from the search.

In the in-person campus interview, one (1) WF, has an Associate's degree, and has served as an Office Assistant with the Office of the Bursar for one (1) year at Southern Connecticut State University. The applicant has administrative and customer service experience and has worked with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience and limited experience with the use of Banner systems.

In the in-person campus interview, one (1) BF, has a Bachelor's degree and current intern with Mercedes Benz and a cashier at the Cashier's Office at WCSU for two (2) years at WCSU. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 BF has no supervisory experience and limited experience with the use of Banner systems for student services. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) HF, possessed a Bachelor's degree, has one (1) year of administrative and clerical experience as an Office Assistant with the Office of Fiscal Affairs with Post University in Connecticut. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 HF has limited supervisory experience with one (1) student employee in her current position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a strong background in clerical positions in higher education from one prior position. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

Division of Fiscal Affairs – Office of Fiscal Affairs

Selection(s): 1 White Female

For more information on the Office of Fiscal Affairs, please review the provided link at:
<https://www.wcsu.edu/financeadmin/fiscal-affairs-parent/>

This position provides support for the Office of Fiscal Affairs at Western Connecticut State University on the Midtown Campus. The Office Assistant will be responsible for the full range of office support duties as well as a wide variety of functional coverage and back up support as needed to students and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide office support, as well as front desk reception and telephone support to the Controller and Assistant Controller, along with providing general support to staff in the Office of Fiscal Affairs.

Position Summary: The Office Assistant performs the most complex office administrative duties as a described in the following areas: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. Sets up and maintains office procedures, filing and indexing systems and forms for own use. Composes routine correspondence. Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

The incumbent will be responsible for the full range of duties including, but not limited to: responding to phone and in-person requests; processing the mail and entering data into the Banner system; processing of applications for admission; maintaining student files and records; and performing related duties as required

Qualifications: Four (4) years' experience above the routine clerk level in office support or secretarial work. One (1) year of General Experience must have been as a Secretary 2 or its equivalent.

APPLICANT BREAKDOWN

Three hundred and thirty-one (331) applicants applied, 9 WM (goal candidates), 65 WF, 4 BM (goal candidates), 27 BF, 3 HM, 22 HF, 11 OM and 190 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which

outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Three hundred and twenty-eight (328) applicants did not meet the minimum qualification with demonstrated four (4) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 2 or its equivalent: 9 WM (goal candidates), 64 WF, 4 BM (goal candidates), 27 BF, 3 HM, 21 HF, 11 OM and 189 OF.

Three (3) applicants, 1 WF, 1 HF, 1 OF were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF and 1 OF were precluded from the search.

In the in-person campus interview, one (1) HF, has an Associate’s degree, and has served as an Office Assistant with the Office of the Bursar for less than one (1) year at Central Connecticut State University. The applicant has administrative and customer service experience and has worked with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 HF has no supervisory experience and limited experience with the use of Banner systems.

In the in-person campus interview, one (1) OF, has a Bachelor’s degree and serves as a student intern with the Office of Financial Aid for one (1) year at the University of Bridgeport. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 OF has no supervisory experience and limited experience with the use of Banner systems for student services. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WF, possessed a Bachelor’s degree, has one (1) year of administrative and clerical experience as an (interim) Office Assistant with the Office of Fiscal Affairs at WCSU in Connecticut. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has limited supervisory experience with one (1) student intern in a prior position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a strong background in clerical positions in higher education from one prior position. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

Division of Enrollment Management – Office of the Registrar’s

Selection(s): 1 Hispanic Female

For information about the Office of the Registrar, please review the provided link at:

<http://www.wcsu.edu/registrar/>.

This position provides support for the Office of the Registrar at Western Connecticut State University on the Midtown Campus. The Secretary 1 incumbent will be responsible for the full range of secretarial support duties as well as a wide variety of functional coverage and back up support as needed to students and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support,

as well as calendar management, front desk reception and telephone support to the Registrar, along with providing general support to staff in the Registrar's office.

Position Summary: The Secretary 1 perform a variety of secretarial duties as illustrated in the following areas: Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling. Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals. Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature. Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month). Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit). Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail. Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements. Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

Qualifications: Two (2) years' experience above the routine clerk level in office support or secretarial work. Preference will be given to those applicants who can effectively demonstrate the following in their submitted application: Excellent written and verbal communication skills. Possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills. Proficiency in Microsoft Office including Outlook, Excel and Word. Experience with front-end reception & providing excellent customer service. Experience with Banner and higher education preferred.

APPLICANT BREAKDOWN

Two hundred and ninety-four (294) applicants applied, which constituted the applicant pool for this administrative search 3 WM (goal candidates), 43 WF, 2 BM (goal candidates), 17 BF, 1 HM, 17 HF, 11 OM and 200 OF.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Two hundred and ninety-one (291) applicants did not meet the minimum qualification with demonstrated two (2) years of experience above the routine clerk level in office support or secretarial work: 3 WM (goal candidates), 42 WF, 2 BM (goal candidates), 16 BF, 1 HM, 16 HF, 11 OM and 200 OF.

Three (3) applicants, 1 WF, 1 BF, 1 HF were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF and 1 BF were precluded from the search.

In the in-person campus interview, one (1) WF, has Bachelor's degree, and has served as a student employee with the Office of the Registrar for one (1) year at WCSU. The applicant has administrative and customer service experience and has worked with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience and limited experience with the use of Banner systems.

In the in-person campus interview, one (1) BF, has a Bachelor's degree and current graduate student, and has served in a graduate intern position with the Office of Judicial Affairs position for two (2) years at WCSU. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 BF had supervisory experience with overseeing scheduling and administrative assignments for two student employees. However, the 1 BF had limited experience with the use of Banner systems for Admissions and/or student services. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) HF, possessed a Bachelor's degree, has one (1) year of administrative and clerical experience as an Office Assistant with the Office of the Registrar at Central Connecticut State University and Post University. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 HF has limited supervisory experience with one (1) student employee in her current position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a strong background in clerical positions in higher education from one prior position. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical category

SECRETARIAL CLERICAL – SECRETARY 2

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there was five (5) critical searches that was conducted and executed in the Secretarial Clerical – Secretary 2 occupational category.

Goals (1): 1 HF
Hires (5): 3 WF, 1 HF, 1 OF

Ancell School of Business – Accounting, Finance, Management Information Systems and Marketing

Selection(s): 1 White Female

The Ancell School of Business is composed of five business administration departments: Accounting, Finance, Management, Management Information Systems, Marketing, and the Division of Justice and Law Administration (“JLA”). For information about the Ancell School of Business, please review the provided link at: <https://wcsu.edu/asb/>.

For more information on the Accounting Department, please review the provided link at: www.wcsu.edu/theatre.

For more information on the Finance Department, please review the provided link at: <https://wcsu.edu/admissions/programs/finance/>.

For more information on the Management Information Systems Department, please review the provided link at: <https://wcsu.edu/admissions/programs/management-information-systems/>.

For more information on the Marketing Department, please review the provided link at: <https://wcsu.edu/admissions/programs/marketing/>.

This position provides support for four (4) academic departments at Western Connecticut State University on the West Side Campus. The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as a wide variety of functional coverage and back up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the four (4) Department Chairpersons, along with providing general support to each of the department faculty.

Position Summary: The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as wide variety of functional coverage and back-up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the four Department Chairpersons, along with providing general support to the department faculty. The Accounting department has seven full-time and six part-time faculty; the Finance department has eight full-time and several part-time faculty; the MIS department has five full-time and five part-time faculty; and the Marketing department has five full-time and six part-time faculty.

Qualifications: Three (3) years' experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 1 or its equivalent. Must possess excellent written and verbal communication skills, as well as possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills is required. Must be proficient in Microsoft Outlook, Excel and Word. Experience with Banner preferred. Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

APPLICANT BREAKDOWN

One hundred and sixty-six (166) applicants applied, 1 WM, 45 WF, 3 BM, 8 BF, 1 HM, 13 HF (goal candidates), 3 OM and 92 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

One hundred and sixty-three (163) applicants did not meet the minimum qualification with demonstrated three (3) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 1 or its equivalent: 1 WM, 43 WF, 3 BM, 8 BF, 1 HM, 13 HF (goal candidates), 3 OM and 91 OF.

Three (3) applicants, 2 WF, 1 OF were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF and 1 OF were precluded from the search.

In the in-person campus interview, one (1) WF, has an Associate's degree and serves as a Secretary with the Office of International Affairs for one (1) year at Fairfield University. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 WF has no supervisory experience and limited experience with the use of Banner systems for student services.

In the in-person campus interview, one (1) OF, has served as an (interim) Secretary 1 with the Counseling Center and for four (4) combined academic departments for less than one (1) year at WCSU. The applicant has administrative and customer service experience and has worked with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 OF has no supervisory experience and limited experience with the use of Banner systems. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WF, possessed a Bachelor's degree, has three (3) years of administrative experience as an Executive Administrative Assistant with a fortune 500 company. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has limited supervisory experience with three (3) student interns in her current position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational

strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a background in a clerical position in higher education from one prior position. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical – Secretary 2 category.

School of Visual and Performing Arts (“SVPA”) – Art and Theatre Arts Department
Macricosta School of Arts of Sciences – Computer Science Department

Selection(s): 1 Other Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. The Computer Science Department’s mission is to offer a broad and up-to-date curriculum that provides students with a comprehensive foundation that permits graduates to adapt to new technologies and new ideas. WCSU students benefit from small class sizes and a faculty focus on teaching and learning. The Computer Science Department offers a BS in Computer Science, BA in Applied Computing, Minor in Computer Science, as well as minors in Security, Digital Computer Science, Informatics and Web Development. The Computer Science program follows th CC 2013 recommendations. For more information on the Department of Computer Science, please review the provided link at: www.wcsu.edu/cs/.

The School of Visual and Performing Arts is situated in a new \$97 million visual and performing arts center. Only an hour from New York City, yet located in the scenic foothills of New England’s Berkshires, the school offers a conservatory-level education at the relatively affordable cost of a public university. New York City’s proximity means our students receive the benefit of a faculty of internationally recognized artists, directors, designers, performers, and scholars dedicated to teaching a highly diverse student population. Additional information on the SVPA can be found on: www.wcsu.edu/svpa.

For more information on the Theater Arts Department, please review the provided link at: www.wcsu.edu/theatre.

For more information on the Arts Department, please review the provided link at: <https://www.wcsu.edu/art/>.

This position provides support for four (4) academic departments at Western Connecticut State University on the West Side Campus. The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as a wide variety of functional coverage and back up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the three (3) Department Chairpersons, along with providing general support to each of the department faculty.

Position Summary: The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as wide variety of functional coverage and back-up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the four Department Chairpersons, along with providing general support to the department faculty. The Accounting department has seven full-time and six part-time faculty; the Finance department has eight full-time and several part-time faculty; the MIS department has five full-time and five part-time faculty; and the Marketing department has five full-time and six part-time faculty.

Qualifications: Three (3) years' experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 1 or its equivalent. Must possess excellent written and verbal communication skills, as well as possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills is required. Must be proficient in Microsoft Outlook, Excel and Word. Experience with Banner preferred. Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

APPLICANT BREAKDOWN

One hundred and ninety (190) applicants applied, 2 WM, 47 WF, 1 BM, 10 BF, 1 HM, 12 HF (goal candidates), 2 OM and 115 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

One hundred and eighty-six (186) applicants did not meet the minimum qualification with demonstrated three (3) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 1 or its equivalent: 2 WM, 44 WF, 1 BM, 10 BF, 1 HM, 12 HF (goal candidates), 2 OM and 114 OF.

Four (4) applicants, 3 WF, 1 OF were extended in-person interviews. Of the four finalists, three (3) applicants: 3 WF were precluded from the search.

In the in-person campus interview, one (1) WF, has an Associate's degree and serves as a Secretary with the Office of International Affairs for one (1) year at Fairfield University. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 WF has no supervisory experience and limited experience with the use of Banner systems for student services. The applicant was deemed an alternate candidate for consideration.

In the in-person campus interview, one (1) WF, has served as a Receptionist with the private medical office in Fairfield for less than one year. The applicant has administrative and customer service experience, but no experience working with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience and no experience with the use of Banner systems.

In the in-person campus interview, one (1) WF, has served as a Secretary with the cardiology department at Saint Vincent Medical Center in Bridgeport for less than one year. The applicant has administrative and customer service experience, but no experience working with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 WF has no supervisory experience and no experience with the use of Banner systems.

The selected candidate, one (1) OF, has three (3) years of administrative experience as an (interim) Secretary 1 with the Counseling Center and for four (4) combined academic departments (including Art and Music) at the University of Central Florida. The applicant had administrative experience, and limited proficiency in the use of MS Office Suite programs. The 1 OF has no supervisory experience, but has experience training student employees. The 1 OF also has skills that were noted by the search committee from her organizational strategies. The 1 OF has limited experience with other in-house database systems (comparable to the Banner system), but with training, the candidate can be proficient. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical – Secretary 2 category.

Macricosta School of Arts of Sciences – Communications Department, World Languages Department, Writing, Linguistics and Creative Processes Department

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education.

For more information on the Department of Communications and Media Arts, please review the provided link at: <https://www.wcsu.edu/com/>.

For more information on the Department of World Languages, please review the provided link at: <http://www.wcsu.edu/wlc/>.

For more information on the Department of Writing, Linguistics and Creative Processes, please review the provided link at: <http://www.wcsu.edu/writing/>.

This position provides support for three (3) academic departments at Western Connecticut State University on the Midtown and West Side Campuses. The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as a wide variety of functional coverage and back up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the three (3) Department Chairpersons, along with providing general support to each of the department faculty.

Position Summary: The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as wide variety of functional coverage and back-up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the three (3) Department Chairpersons, along with providing general support to the department faculty.

Qualifications: Three (3) years' experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 1 or its equivalent. Must possess excellent written and verbal communication skills, as well as possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills is required. Must be proficient in Microsoft Outlook, Excel and Word. Experience with Banner preferred. Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills;

ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

APPLICANT BREAKDOWN

Two hundred and fifteen (215) applicants applied, 1 WM, 42 WF, 2 BM, 12 BF, 1 HM, 8 HF (goal candidates), 2 OM and 147 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Two hundred and fourteen (214) applicants did not meet the minimum qualification with demonstrated three (3) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 1 or its equivalent: 1 WM, 41 WF, 2 BM, 12 BF, 1 HM, 8 HF (goal candidates), 2 OM and 147 OF.

One (1) applicant, one (1) WF, was extended in-person interview.

The selected candidate, one (1) WF, possessed a Associate’s degree, has one (1) year of administrative experience as a Secretary with the Office of International Affairs at Fairfield University. The applicant had administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has no supervisory experience, but has experience training student employees. The 1 WF also has skills that were noted by the search committee from her organizational strategies. The 1 WF has limited experience with other in-house database systems (comparable to the Banner system), but with training, the candidate can be proficient. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical – Secretary 2 category

Macricosta School of Arts of Sciences – English Department **School of Professional Studies - Health Promotion and Exercise Science (“HPEX”)** **Department**

Selection(s): 1 White Female

The Macricostas School of Arts and Science is home to thirteen (13) academic departments, twenty-one (21) undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. For more information on the Department of English, please review the provided link at:

<https://www.wcsu.edu/english/>.

For more information on the School of Professional Studies, please review the provided link at:

<https://www.wcsu.edu/sps/>.

For more information on the Department of Health Promotion and Exercise Sciences, please review the provided link at: <https://wcsu.edu/hpx/>.

This position provides support for two (2) academic departments at Western Connecticut State University on the Midtown Campus. The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as a wide variety of functional coverage and back up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the two (2) Department Chairpersons, along with providing general support to each of the department faculty.

Position Summary: The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as wide variety of functional coverage and back-up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the two (2) Department Chairpersons & one Associate Chairperson, along with providing general support to the department faculty.

Qualifications: Three (3) years' experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 1 or its equivalent. Must possess excellent written and verbal communication skills, as well as possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills is required. Must be proficient in Microsoft Outlook, Excel and Word. Experience with Banner preferred. Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

APPLICANT BREAKDOWN

One hundred and sixty-nine (169) applicants applied, 2 WM, 35 WF, 1 BM, 16 BF, 7 HF (goal candidates), 7 OM and 101 OF, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

One hundred and sixty-six (166) applicants did not meet the minimum qualification with demonstrated three (3) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 1 or its equivalent: 2 WM, 34 WF, 1 BM, 15 BF, 7 HF (goal candidates), 7 OM and 100 OF, which constituted the applicant pool for this administrative search.

Three (3) applicants, 1 WF, 1 BF, 1 OF were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF and 1 OF were precluded from the search.

In the in-person campus interview, one (1) BF, has a Bachelor's degree and current graduate student, and has served in a graduate intern position with the Office of Judicial Affairs position for two (2) years at WCSU. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel,

Powerpoint). The 1 BF had supervisory experience with overseeing scheduling and administrative assignments for two student employees. However, the 1 BF had limited experience with the use of Banner systems with academic departments and/or student services. The applicant was deemed an alternate candidate for consideration.

In the in-person campus interview, one (1) OF, has served as an (interim) Secretary 1 with the Counseling Center and for four (4) combined academic departments for less than one (1) year at WCSU. The applicant has administrative and customer service experience and has worked with a diverse student population. The applicant has limited proficiency in the use of MS Office Suite programs. The 1 OF has no supervisory experience and limited experience with the use of Banner systems.

The selected candidate, one (1) WF, possessed a Bachelor's degree, has ten (10) years of administrative experience as a Secretary 1 with various academic and administrative offices at WCSU. The applicant had a strong administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has limited supervisory experience with three (3) student interns in her current position. The selected candidate has a strong level of organizational skills from her time management strategies, organizational strategies and experience with the use of Banner and other in-house database systems (comparable to the Banner system). The selected candidate has a background in a clerical position in higher education from one prior position. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical – Secretary 2 category.

School of Visual and Performing Arts (“SVPA”) – Music Department

Selection(s): 1 White Female

The School of Visual and Performing Arts is situated in a new \$97 million visual and performing arts center. Only an hour from New York City, yet located in the scenic foothills of New England's Berkshires, the school offers a conservatory-level education at the relatively affordable cost of a public university. New York City's proximity means our students receive the benefit of a faculty of internationally recognized artists, directors, designers, performers, and scholars dedicated to teaching a highly diverse student population. Additional information on the SVPA can be found on: www.wcsu.edu/svpa.

The Department of Music is an active, vibrant academic department housed in the School of Visual and Performing Arts at Western Connecticut State University. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the Department Chairperson & Associate Chairperson, along with providing support to the 12 full-time and 38 part-time faculty. For more information on the Music Department, please review the provided link at: <https://wcsu.edu/music/>.

This position provides support for the Music Department at Western Connecticut State University on the West Side Campus. The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as a wide variety of functional coverage and back up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to one (1) Department Chairperson and one (1) Associate Chairperson, along with providing general support to each of the department faculty.

Position Summary: The Secretary 2 incumbent will be responsible for the full range of secretarial support duties as well as wide variety of functional coverage and back-up support as needed to faculty and staff. Serves as a welcoming professional and student-centered first point of contact for students, faculty and staff. This position will provide secretarial support, as well as calendar management, front desk reception and telephone support to the Department Chairperson and Associate Chairperson, along with providing general support to the department faculty.

Qualifications: Three (3) years' experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 1 or its equivalent. Must possess excellent written and verbal communication skills, as well as possess pleasant telephone and reception demeanor. Attention to detail, accuracy and proofreading skills is required. Must be proficient in Microsoft Outlook, Excel and Word. Experience with Banner preferred. Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

APPLICANT BREAKDOWN

Two hundred and twenty-six (226) applicants applied, 7 WM, 62 WF, 1 BM, 14 BF, 16 HF (goal candidates), 6 OM and 120 OF, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Two hundred and twenty-three (223) applicants did not meet the minimum qualification with demonstrated three (3) years of experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience must have been as a Secretary 1 or its equivalent: 7 WM, 60 WF, 1 BM, 14 BF, 15 HF (goal candidates), 6 OM and 120 OF.

Three (3) applicants, 2 WF, 1 HF (goal candidate) were extended in-person interviews. Of the three finalists, two (2) applicants: 1 WF and 1 HF (goal candidate) were precluded from the search.

In the in-person campus interview, one (1) WF, has an Associate's degree and serves as a Secretary with the Office of International Affairs for one (1) year at Fairfield University. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 WF has no supervisory experience and limited experience with the use of Banner systems for student services.

In the in-person campus interview, one (1) HF (goal candidate), has an Associate's degree and serves as a Secretary with the Office of International Affairs for one (1) year at Fairfield University. The applicant has experience working closely with the student population, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint). The 1 WF has no supervisory experience and limited experience with the use of Banner systems and social media management for student services.

The selected candidate, one (1) WF, possessed an Associate's degree, has six (6) years of administrative experience as a Secretary with the Office of the Provost at the University of New Haven. The applicant had administrative experience, and is proficient in the use of MS Office Suite programs (i.e., MS Word, Access, Excel, Powerpoint, Publisher). The 1 WF has no supervisory experience, but has experience training student employees. The 1 WF also has skills that were noted by the search committee from her organizational strategies and knowledge of social media use/management. The 1 WF has strong experience with other in-house database systems (comparable to the Banner system). This search did not meet a hiring goal, but WCSU welcomed the new hire in the Secretarial/Clerical – Secretary 2 category

TECHNICAL & PARAPROFESSIONAL

Goals (0): 1 BM, 1 HF

Hires (0): N/A

In this occupational category, there were no searches conducted during the reporting period.

SKILLED CRAFT WORKERS

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there was four (4) critical searches that was conducted and executed in the Skilled Craft Workers occupational category.

Goals (7): 1 BM, 6 HM

Hires (4): 4 WM

Division of Environmental, Facilities and Operations – General Trades Department

Selection(s): 1 White Male

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Quality Craft Worker (“QCW”) – Electrician performs highly skilled tasks in accordance with national and local codes and standard trade practices; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices, intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, building maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewires motors; bends pipes; installs, repairs and maintains oil burners; performs necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

Qualifications: Four (4) years of experience in the electrical trade area. Two (2) years of the general experience must have been performing electrical skilled trade functions. For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2. Incumbents in this class must possess a current E2 Electrician's License. Incumbents in this class must possess and retain a valid motor vehicle operator's license. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements. Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the electrical trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Preference will be given to those applicants who can demonstrate in their application: Commercial/Industrial electrical experience. Experience troubleshooting and repairing complex electrical systems. Experience installing and servicing primary distribution systems. Experience laying out new installations and sourcing necessary materials. Experience troubleshooting and repairing low voltage management systems. Experience updating projects and work orders through electronic systems. Experience working independently. Excellent written communication skills.

APPLICANT BREAKDOWN

Eighteen (18) applicants applied, 10 WM, 2 BM (goal candidates), 2 HM (goal candidates), and 4 OM, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Five (5) applicants did not meet the minimum qualification with a current E2 Electrician's License: 1 WM, 2 BM (goal candidates), 2 HM (goal candidates).

Ten (10) applicants did not meet the minimum qualifications with applicants did not meet the minimum qualifications with demonstrated two (2) years of general experience performing electrical skilled trade functions: 6 WM and 4 OM.

Three (3) applicants, 3 WM were extended in-person interviews. Of the three finalists, two (2) applicant: 2 WM were precluded from the search.

In the in-person campus interview, one (1) WM, possessed an E2 Electrician's License and articulated having two (2) years of experience as an Electrician with a construction firm in Connecticut. The 1 WM has experience working on a computerized work order system and performs new/basic electrical installations. However, the candidate had limited experience in troubleshooting and repairing complex electrical systems and no experience installing and servicing primary distribution systems. The candidate also expressed an unwillingness to use ladders, climb structures or lift equipment.

In the in-person campus interview, one (1) WM, possessed an E2 Electrician's License and articulated having two (2) years of experience as a (self-employed) Electrician in Connecticut. The 1 WM has no experience working on a computerized work order system, but has experience performing residential and commercial new/basic electrical installations and repairing low voltage management systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WM possessed an E2 Electrician's License and articulated having six (6) years of experience as an Electrical Journeyman with a construction firm in Connecticut. The 1 WM has experience working on a computerized work order system and is knowledgeable of the practices, and procedures of the electrical trade. The candidate had strong experience performing commercial new/basic electrical installations, repairing low voltage management systems, troubleshooting and repairing complex electrical systems and installing and servicing primary distribution systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Skilled Craft Workers category

Division of Environmental, Facilities and Operations – General Trades Department

Selection(s): 1 White Male

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Quality Craft Worker (“QCW”) – HVACR performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

Qualifications: Four (4) years in HVACR trades, with two (2) of these years performing HVACR duties. HVAC experience in an industrial, commercial, institutional environment., knowledge of standard trade practices and implementing and practicing safety procedures. Excellent interpersonal and written communication skills. Trade license and experience working with steam are preferred. Respirator experience a plus. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the heating, ventilation, air conditioning and refrigeration trade area. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements. Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVAC-R trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

APPLICANT BREAKDOWN

Seven (7) applicants applied, 4 WM, 1 BM (goal candidate), 1 HM (goal candidate), and 1 OM, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Four (4) applicants did not meet the minimum qualification with possessing a current trades journeyman license and having under four (4) years of HVACR trades experience: 1 WM, 1 BM (goal candidate), 1 HM (goal candidate) and 1 OM.

Three (3) applicants, 3 WM were extended in-person interviews. Of the three finalists, two (2) applicant: 2 WM were precluded from the search.,

In the in-person campus interview, one (1) WM, possessed a HVACR license in the State of Connecticut for heating and cooling and articulated having three (3) years of experience as a HVACR technician with a construction firm in Connecticut. The 1 WM has experience working on a computerized work order system and performs new/basic HVAC installations. However, the candidate had limited experience in troubleshooting and repairing complex heating, ventilation, air conditioning and refrigeration systems. The candidate also expressed a willingness to use ladders, climb structures or lift equipment.

In the in-person campus interview, one (1) WM, possessed a HVACR license in the State of Connecticut for heating, piping and cooling and articulated having ten (10) years of experience as a (self-employed) HVACR contractor in Connecticut. The 1 WM has no experience working on a computerized work order system, but has experience performing residential and commercial HVACR installations and repairing residential and commercial HVACR systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WM, possessed an Associate's degree in Air Conditioning and Refrigeration, an OSHA 10 certification with steam experience and an HVACR license in the State of Connecticut for heating, piping and cooling. The candidate articulated having eighteen (18) years of experience as an HVAC Senior technician with a construction firm in Connecticut. The 1 WM has experience working on a computerized work order system and is knowledgeable of the practices, and procedures of the HVACR trade in a unionized environment. The candidate had strong experience performing heating, ventilation, air conditioning and refrigeration. The candidate expressed a willingness to use ladders, climb structures or lift equipment. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Skilled Craft Workers category

Division of Environmental, Facilities and Operations – General Trades Department

Selection(s): 1 White Male

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Quality Craft Worker ("QCW") – HVACR performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

Qualifications: Four (4) years in HVACR trades, with two (2) of these years performing HVACR duties. HVAC experience in an industrial, commercial, institutional environment., knowledge of standard trade practices and implementing and practicing safety procedures. Excellent interpersonal and written communication skills. Trade license and experience working with steam are preferred. Respirator experience a plus. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the heating, ventilation, air conditioning and refrigeration trade area. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements. Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVAC-R trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

APPLICANT BREAKDOWN

Fifteen (15) applicants applied, 15 WM constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Seven (7) applicants did not meet the minimum qualification with possessing a current trades journeyman license and having under four (4) years of HVACR trades experience: 7 WM.

Eight (8) applicants, 8 WM were extended in-person interviews. Of the eight finalists, seven (7) applicant: 7 WM were precluded from the search.

Five (5) applicants withdrew their application from consideration before a scheduled structured interview was conducted by the search committee: 5 WM.

In the in-person campus interview, one (1) WM, articulated having five (5) years of experience as a (self-employed) HVACR contractor in Connecticut. The 1 WM has no experience working on a computerized work order system, but has experience performing residential and commercial HVACR installations and repairing residential and commercial HVACR systems. The candidate expressed a willingness to use ladders, climb structures & lift equipment, and has an HVACR license from New York.

In the in-person campus interview, one (1) WM, possessed a S2 license in the State of Connecticut for heating and cooling and articulated having thirteen (13) years of experience as a HVACR technician with a construction firm in Connecticut. The 1 WM has limited experience working on a computerized work order system and performs various HVAC installations and basic troubleshooting repairs. However, the candidate had limited experience in troubleshooting and repairing of complex heating, ventilation, air conditioning and refrigeration systems. The candidate also expressed an unwillingness to use ladders, climb structures or lift equipment. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WM possessed an HVACR license in the State of Connecticut for heating, piping and cooling. The candidate articulated having ten (10) years of experience as Stationary Engineer with a construction firm in Connecticut. The 1 WM has experience working on a computerized work order system and is knowledgeable of the practices, and procedures of the HVACR trade in a unionized environment. The candidate had strong experience performing heating, ventilation, air conditioning and refrigeration. The candidate expressed a willingness to use ladders, climb structures or lift equipment. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Skilled Craft Workers category

Division of Environmental, Facilities and Operations – Administrative Office

Selection(s): 1 White Male

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Maintenance Supervisor 1 assists the Maintenance Supervisor 2 (HVACR) with the supervision of department staff, as well as other duties as detailed under Preferred Knowledge, Skills and Abilities section. In a state agency, this class is accountable for performing in one of the following ways: Supervises a small crew (usually 1-5 workers) of highly skilled trade's workers (Qualified Craft Workers and General Trades Workers) and skilled workers (Skilled Maintainers) but not solely Skilled Maintainers unless they are on a grounds crew and other lower level employees. In large crews (6 or more workers) of highly skilled trade's workers, assists the Maintenance Supervisor 2 in carrying out supervisory functions. This is appropriate only when there is a demonstrated need for a subordinate supervisory level. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs some of the more skilled duties involved; may estimate time, skills and material needed for proposed repairs or improvements; performs related duties as required.

Qualifications: Five (5) years of experience in the trade area indicated by the parenthetical title. Two (2) years of the General Experience must have included performing highly skilled duties in the trade area indicated by the parenthetical title. For State Employees, this is interpreted at the level of Qualified Craft Worker. The incumbent will be responsible for the full range of duties including but not limited to: daily scheduling of work assignments and yearly preventative maintenance; overseeing and reviewing the work of crew; providing staff training and assistance; conducting performance evaluations; determining priorities and planning crew work; establishing and maintaining crew procedures; developing or making recommendations on the development of policies and standards; prepares reports and correspondence; may estimate time, skills, and material needed for proposed repairs or improvements; material procurement; interface with contractors, sub contracted personnel and inspection agency officials; project supervision; communication with all departments and personnel; responding to emergencies on a twenty-four hour basis; performing related duties as required.

APPLICANT BREAKDOWN

Twenty-four (24) applicants applied, 11 WM, 2 HM (goal candidates) and 11 OM, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Eighteen (18) applicants did not meet the minimum qualification with five (5) years of experience in the trade area indicated by the parenthetical title, with two (2) years of the general experience in highly skilled duties in the trade area indicated by the parenthetical title.: 5 WM, 2 HM (goal candidates) and 11 OM.

Six (6) applicants, 6 WM were extended in-person interviews. Of the six finalists, five (5) applicant: 5 WM were precluded from the search.

In the in-person campus interview, one (1) WM, possessed a S2 license in the State of Connecticut for heating and cooling and articulated having eight (8) years of experience as a (self-employed) HVACR sales contractor in Connecticut. The 1 WM has no experience working on a computerized

work order system, but has experience performing residential and commercial HVACR sales and basic installations of HVACR systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment.

In the in-person campus interview, one (1) WM, possessed an HVACR license in the State of Connecticut for heating and cooling and articulated having seventeen (17) years of experience as a (self-employed) HVACR contractor in Connecticut. The 1 WM has no supervisory experience and no working experience with a computerized work order system. The 1 WM has experience performing residential and commercial HVACR installations and repairing residential and commercial HVACR systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment.

In the in-person campus interview, one (1) WM, possessed an HVACR license in the State of Connecticut for heating and cooling and articulated having twenty-five (25) years of experience as a (self-employed) HVACR contractor in Connecticut. The 1 WM has no supervisory experience and no working experience with a computerized work order system. The 1 WM has experience performing residential and commercial HVACR installations and repairing residential and commercial HVACR systems. The candidate expressed an unwillingness to use ladders, climb structures or lift equipment.

In the in-person campus interview, one (1) WM, possessed a S2 license in the State of Connecticut for heating and cooling and articulated having ten (10) years of experience as a HVACR technician with a construction firm in Connecticut. The 1 WM has limited experience working on a computerized work order system and performs various HVAC installations and basic troubleshooting repairs. However, the candidate has no supervisory experience and limited experience in troubleshooting and repairing of complex heating, ventilation, air conditioning and refrigeration systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment.

In the in-person campus interview, one (1) WM, possessed an HVACR license in the State of Connecticut for heating, piping and cooling. The candidate articulated having an Associate's Degree in Mechanical Technician with the United States Air Force, HVAC training certification with a private company and has twenty (20) years of experience (including supervisory experience) as a senior HVACR technician with a private company in Connecticut. Currently, the 1 WM holds an HVAC Quality Craft Worker position with Southern Connecticut State University. The 1 WM has limited experience working on a computerized work order system, but has experience installing and repairing residential and commercial HVACR systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment. The applicant was deemed an alternate candidate for consideration.

The selected candidate, one (1) WM possessed an HVACR license in the State of Connecticut for heating, piping and cooling. The candidate articulated having fourteen (14) years of experience as Quality Craft Worker - HVACR with WCSU. The 1 WM has experience working on a computerized work order system and is knowledgeable of the practices, and procedures of the HVACR trade in a unionized environment. The candidate had strong experience performing heating, ventilation, air conditioning and refrigeration and within the last seven (7) years, has served as an interim Supervisor for six (6) HVAC technicians. The 1 WM has experience in troubleshooting and repairing of complex heating, ventilation, air conditioning and refrigeration systems. The candidate expressed a willingness to use ladders, climb structures or lift equipment. This search did not meet a hiring goal, but WCSU welcomed the new hire in the Skilled Craft Workers category

SERVICE MAINTENANCE – All Titles except Custodian

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there was two (2) critical search(es) that was conducted and executed in the Service Maintenance occupational category.

Goals (6): 1 BF, 4 HM, 1 HF

Hires (3): 2 WM, 1 HM

Division of Environmental, Facilities and Operations – Maintenance Department

Selection(s): 2 White Male

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Landscape Technician (2 positions) will be responsible for grounds and athletic field maintenance, including snow removal operations as well as garbage and recycle routes and removal on the Midtown and Westside Campuses of Western Connecticut State University. Eligible candidates in this class must possess and retain a valid Motor Vehicle Operator's license. Will be required to work during inclement weather. Prepares, installs and maintains decorative landscaping features to include flowers, plants, shrubs, ornamental grasses, trees, waterscapes, lighting and decorative and synthetic or natural materials in formal gardens, plant containers, borders and island beds; hauls materials, fills, grades and slopes work sites; pulls weeds, mulches, repairs drip lines, waters and fertilizes; installs and maintains turf by seeding or siding, repairing, mowing and fertilizing; clears brush, debris and leaves from lawns and catch basins; installs, maintains and regulates irrigation systems; installs and maintains recreational sports fields; operates and maintains various large and small power and construction equipment including bucket/boom truck, front loader, backhoes, bulldozers, forklifts, tractors, dump trucks of five (5) ton or greater capacity, plow and pickup trucks and trailers, street sweepers, leaf vacuums, wood chippers, mowers, leaf blowers, weed whackers and chain saws; maintains and repairs small gas engine power equipment and large equipment to include, but not limited to, oil and spark plug change, blade sharpening, tire change or repair, fluid change and battery replacement; uses and maintains various hand tools; assists with the set up and dismantling of, but not limited to, plantings, fences, chairs, tents, bleachers and tables for special events; installs and maintains fences, bollards and signage campus wide; installs, maintains and repairs asphalt pavement and other materials on travelled surfaces; performs pre-treatment and snow and ice removal; assists arborists with tree pruning or felling operations; maintains orderliness and efficiency of landscape work sheds and surrounding areas; removes trash and changes bins daily; may apply pesticides under direct supervision; may paint poles and other structures within the landscape; may travel to work at regional campuses; performs related duties as required.

Qualifications: Two (2) years of experience in landscape maintenance including the operation, maintenance and repair of small and large power/motor equipment and heavy construction and/or commercial equipment and vehicles used in landscaping. One (1) year of the General Experience must include plant selection and installation, pruning, fertilization and seeding of turf grasses. Medical exam, drug screen, and criminal background check will be required prior to offer of employment. Preference will be given to applicants who can demonstrate in their application: experience in a large-scale service industry, experience in Grounds, Sports Fields Maintenance,

and Snow Removal, including plant selection and installation, pruning, fertilization and seeding of turf grasses. Demonstrated use of technical & communicative skills. Professional Certifications such as Property Maintenance and Management. Previous experience at a college or university-like setting. Demonstrated knowledge of horticulture.

APPLICANT BREAKDOWN

Sixty-eight (68) applicants applied, 16 WM, 1 WF, 5 BM (goal candidates), 5 HM (goal candidates), and 41 OM which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services (“DAS”) online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Sixty-two (62) applicants did not meet the minimum qualification with the two (2) years of experience in landscape maintenance, including one (1) year of the General Experience in plant selection and installation, pruning, fertilization and seeding of turf grasses: 12 WM, 5 BM (goal candidates), 5 HM (goal candidates) and 40 OM.

Six (6) applicants, 4 WM, 1 WF and 1 OM were extended in-person interviews. Of the six finalists, four (4) applicants: 2 WM, 1 WF, 1 OM were precluded from the search.

Three (3) applicants withdrew their application from consideration before a scheduled structured interview was conducted by the search committee: 2 WM and 1 WF.

In the in-person campus interview, 1 OM has four (4) years of experience as a self-employed Landscape Contractor. The 1 OM has experience with landscaping and snow removal, but the candidate was more focused on plant maintenance and design. The 1 OM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

The selected candidate, one (1) WM, has a Bachelor’s degree in Literature, and has six (6) years of experience with landscaping and snow removal with maintaining large grounds and the use of landscaping equipment at Masuk High School in Connecticut. The 1 WM (goal candidate) had experience maintaining athletic fields, garbage and recycling routes.

The selected candidate, one (1) WM, has over ten (10) years of experience as a Landscape Technician with the State of Connecticut Department of Transportation. The 1 WM is also a proprietor and owner of a private landscaping business in New York. The 1 WM (goal candidate) has direct experience maintaining large grounds, garbage and recycling routes and a strong knowledge on the use of landscaping equipment and operation.

Division of Environmental, Facilities and Operations – Maintenance Department

Selection: 1 Hispanic Male (goal candidate)

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Supervising Custodian (2 positions) schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; maintains inventory of supplies and equipment; prepares work orders; inspects buildings on a regular basis to ensure established standards of cleanliness are maintained; maintains building security; receives and responds to complaints from staff in buildings; responds to building emergencies; maintains employee time records; may participate in cleaning; may act for supervisor in his/her absence; performs related duties as required.

Qualifications: Eligible candidates in this class must possess and retain a valid Motor Vehicle Operator's license. NOTE: One year of general experience must be in a lead position, such as having prior experience supervising four (4) or more custodial employees or prior experience as a Lead Custodian. Preference will be given to those applicants who can effectively demonstrate the following in their submitted application; experience updating projects and work orders through electronic systems, experience working independently, and excellent written communication skills. Considerable knowledge of methods, materials and procedures used in building custodial and/or housekeeping work; interpersonal skills; oral and written communication skills; ability to operate, care for and perform light maintenance on tools and equipment used in daily work; some ability to utilize computer software; supervisory ability.

APPLICANT BREAKDOWN

Thirteen (13) applicants applied, 6 WM, 1 WF, 2 BM (goal candidates), 2 HM (goal candidates), and 2 OM, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Eleven (11) applicants did not meet the minimum qualification with a valid Motor Vehicle Operator's license and/or one (1) year of general experience in a lead position, such as having prior experience supervising four (4) or more custodial employees or prior experience as a Lead Custodian.: 6 WM (goal candidates), 2 BM (goal candidates), 1 HM (goal candidates), and 2 OM.

One (1) applicant, 1 HM (goal candidate) was extended in-person interview.

The selected candidate, one (1) HM (goal candidate), has over fifteen (15) years of experience as an (interim) Lead Custodian at WCSU. The 1 HM has direct experience supervising over twenty (20) or more custodians in an assigned shift schedule and management of large custodial projects and maintenance assignments. The 1 HM has direct experience working on a computerized work order system to prepare work orders and performs various maintenance assignments and projects.

SERVICE MAINTENANCE - CUSTODIAN

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire in certain occupational categories by the CSCU System Office.

During the reporting period, there was two (2) critical search(es) that was conducted and executed in the Service Maintenance - Custodian occupational category.

Goals (10): 5 WM, 1 BF, 2 HM, 2 HF

Hires (5): 2 WM, 1 BM, 2 HM

Division of Environmental, Facilities and Operations – Maintenance Department

Selection(s): 1 Hispanic Male (goal candidate)

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Custodian performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual’s work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

Qualifications: A valid driver’s license is required. Prior experience with commercial/institutional cleaning processes, equipment and materials is preferred, as is prior janitorial experience in facilities with multiple buildings. The ability to follow written and oral directions is required, as is the ability to operate, care for, and perform minor maintenance on tools and equipment used in daily work. Must also have adequate physical agility, strength and stamina to perform the job duties. Must satisfactorily pass a pre-employment drug screening, physical/medical exam as well as a thorough criminal background check.

Preference will be given to those applicants who can effectively demonstrate the following in their submitted application; prior custodial experience, Commercial/Industrial cleaning experience, experience working in a large facility/multiple buildings, experience operating maintenance equipment, and experience with snow removal. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

APPLICANT BREAKDOWN

One hundred and forty (140) applicants applied, 36 WM (goal candidates), 1 WF, 9 BM (goal candidates), 11 HM (goal candidates), 4 HF (goal candidates), 44 OM and 35 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

One hundred and thirty-four (134) applicants did not meet the minimum qualification of a valid driver's license and prior experience with commercial/institutional cleaning processes, equipment and materials, as is prior janitorial experience in facilities with multiple buildings: 34 WM, 1 WF, 7 BM (goal candidates), 9 HM (goal candidates), 4 HF (goal candidates), 44 OM and 35 OF.

Six (6) applicants, 2 WM (goal candidates), 2 BM (goal candidates) and 2 HM (goal candidates) were extended in-person interviews. Of the six finalists, five (5) applicants: 2 WM (goal candidates), 2 BM (goal candidates) and 1 HM (goal candidate) were precluded from the search.

In the in-person campus interview, one (1) WM (goal candidate), has four (4) years of experience as a part-time Janitor at a public school in Connecticut. The 1 WM has experience with janitorial duties, but the candidate had limited experience with carpet cleaning and vacuum repair. The 1 WM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) WM (goal candidate), has one (1) year of experience as a Custodian at a public school in Westchester County, New York. The 1 WM has experience with janitorial duties, but the candidate had limited experience with custodial mechanical equipment. The 1 WM was willing to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) BM (goal candidate), has four (4) years of experience as a substitute Maintenance Worker at a public school in North Salem and Carmel, New York. The 1 BM has experience with janitorial duties, but the candidate had limited experience with custodial mechanical equipment. The 1 BM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) BM (goal candidate), has twelve (12) years of experience as a (morning shift) Custodian at Yale University. The 1 BM has experience with janitorial duties, but was unwilling to work an afternoon/evening shift or respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) HM (goal candidate), has eighteen (18) years of experience as a (morning shift) Custodian at Southbury Training School. The 1 HM has experience with janitorial duties, but was unwilling to work an afternoon/evening shift or respond to snow removal emergencies and/or lift heavy equipment.

The selected candidate, one (1) HM (goal candidate), has experience working as a (afternoon/evening shift) Custodian at the Bridgeport Hospital. The 1 HM has experience with janitorial duties, has experience using and maintaining custodial mechanical equipment, carpet

and/or hard floor cleaning and vacuum repair. The 1 HM is willing to respond to snow removal emergencies and/or lift heavy equipment and work an afternoon/evening shift.

Division of Environmental, Facilities and Operations – Maintenance Department

Selection(s): 1 White Male (goal candidate), 1 White Female, 1 Black Male (goal candidate), and 1 Hispanic Male (goal candidate)

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Custodian (4 positions) performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

Qualifications: A valid driver's license is required. Prior experience with commercial/institutional cleaning processes, equipment and materials is preferred, as is prior janitorial experience in facilities with multiple buildings. The ability to follow written and oral directions is required, as is the ability to operate, care for, and perform minor maintenance on tools and equipment used in daily work. Must also have adequate physical agility, strength and stamina to perform the job duties. Must satisfactorily pass a pre-employment drug screening, physical/medical exam as well as a thorough criminal background check.

Preference will be given to those applicants who can effectively demonstrate the following in their submitted application; prior custodial experience, Commercial/Industrial cleaning experience, experience working in a large facility/multiple buildings, experience operating maintenance equipment, and experience with snow removal. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

APPLICANT BREAKDOWN

One hundred and thirty-three (133) applicants applied, 9 WM (goal candidates), 1 WF, 3 BM (goal candidates), 4 BF (goal candidates), 1 HM (goal candidates), 1 HF (goal candidates), 59 OM and 55 OF, which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

One hundred and seventeen (117) applicants did not meet the minimum qualification of a valid driver's license and prior experience with commercial/institutional cleaning processes, equipment and materials, as is prior janitorial experience in facilities with multiple buildings: 5 WM (goal candidates), 1 BM (goal candidate), 1 BF (goal candidate), 55 OM and 55 OF.

Sixteen (16) applicants, 4 WM (goal candidates), 1 WF, 2 BM (goal candidates), 3 BF (goal candidates), 1 HM (goal candidates), 1 HF (goal candidate), and 4 OM were extended in-person interviews. Of the sixteen finalists, twelve (12) applicants: 3 WM (goal candidates), 1 BM (goal candidates), 3 BF (goal candidates), 1 HF (goal candidate) and 4 OM were precluded from the search.

In the in-person campus interview, one (1) WM (goal candidate), has twelve (12) years of experience as a Janitor at Westport Board of Education in Connecticut. The 1 WM has experience with janitorial duties, but the candidate had limited experience with carpet cleaning and vaccum repair. The 1 WM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) WM (goal candidate), has one (1) year of experience as a part-time Custodian at a private company in Connecticut. The 1 WM has experience with janitorial duties, but the candidate had limited experience with custodial mechanical equipment. The 1 WM was willing to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) WM (goal candidate), has fifteen (15) years as a private owner of a rug cleaning business in Connecticut. The 1 WM has sales /janitorial management experience, but the candidate had limited experience with custodial work and handling mechanical equipment. The 1 WM was willing to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) BM (goal candidate), has four (4) years of experience as a substitute Maintenance Worker at a public school in North Salem and Carmel, New York. The 1 BM has experience with janitorial duties, but the candidate had limited experience with custodial mechanical equipment. The 1 BM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) BF (goal candidate), has two (2) years of experience as a Head Custodian at the Pace University in New York. The 1 BF has experience with janitorial duties, but was unwilling to work an afternoon/evening shift or respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) BF (goal candidate), has six (6) years of experience as a cleaning worker at a private company in Connecticut. The 1 BF has experience with janitorial duties, but was unwilling to work an afternoon/evening shift or respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) BF (goal candidate), has six (6) years of experience as a cleaning worker at a private company in Connecticut. The 1 BF has experience with janitorial duties, but was unwilling to work an afternoon/evening shift or respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) HF (goal candidate), has nine (9) years of experience as a (morning shift) Custodian at a private company in Connecticut. The 1 HF has experience with janitorial duties, but was unwilling to work an afternoon/evening shift or respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) OM, has ten (10) years of experience as a Janitor at Yale Bridgeport Hospital and Paradigm Healthcare Center in New Haven, Connecticut. The 1 OM has experience with janitorial duties, but the candidate had limited experience with carpet cleaning and vacuum repair. The 1 OM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) OM, has four (4) years of experience as a substitute Maintenance Worker at a public school in North Salem and Carmel, New York. The 1 OM has experience with janitorial duties, but the candidate had limited experience with custodial mechanical equipment. The 1 OM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) OM, is the owner/operator of a cleaning company in Connecticut and New York. The 1 OM has experience with sales/management in janitorial duties, but the candidate had no experience with custodial work and/or maintaining/repair of mechanical equipment. The 1 OM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

In the in-person campus interview, one (1) OM, has three (3) years of experience as a Maintenance Worker at a private company in Connecticut. The 1 OM has experience with janitorial duties, but the candidate had limited experience with custodial mechanical equipment. The 1 OM was unwilling to respond to snow removal emergencies and/or lift heavy equipment.

The selected candidate, one (1) WM (goal candidate), has experience working as a Head Custodian at the Yale Bridgeport Hospital in New Haven, Connecticut. The 1 WM has experience with janitorial duties, has experience using and maintaining custodial mechanical equipment, carpet and/or hard floor cleaning and vacuum repair. The 1 WM is willing to respond to snow removal emergencies and/or lift heavy equipment and work an afternoon/evening shift.

The selected candidate, one (1) WF, has twelve (12) years of experience working as an evening shift Janitor for a private company in Connecticut. The 1 WF has experience with janitorial duties for three (3) large buildings, has experience using and maintaining custodial mechanical equipment, carpet and/or hard floor cleaning and vacuum repair. The 1 WF is willing to respond to snow removal emergencies and/or lift heavy equipment and work an afternoon/evening shift.

The selected candidate, one (1) BM, (goal candidate) has experience working as an afternoon/evening (part-time) Custodian at Western Connecticut State University in Connecticut. The 1 BM has experience with janitorial duties, has experience using and maintaining custodial mechanical equipment, carpet and/or hard floor cleaning and vacuum repair. The 1 BM is willing to respond to snow removal emergencies and/or lift heavy equipment and work an afternoon/evening shift.

The selected candidate, one (1) HM, (goal candidate) has fifteen (15) years of experience working as a Custodian at the University of New Haven and Yale Bridgeport Hospital in New Haven, Connecticut. The 1 HM has experience with janitorial duties, has experience using and maintaining custodial mechanical equipment, carpet and/or hard floor cleaning and vacuum repair. The 1 HM

is willing to respond to snow removal emergencies and/or lift heavy equipment and work an afternoon/evening shift.

PROTECTIVE SERVICES

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire/promote in certain occupational categories by the CSCU System Office.

During the reporting period, there was one (1) critical search(es) that was conducted and executed in the Protective Services occupational category.

Goal(s) (2): 1 WM, 1 HM

Hire(s) (1): 1 WM

Univeristy Police Department

Selection: 1 White Male (goal candidate)

For more information on the University Police Department, please review the provided link at:

<https://www.wcsu.edu/police>

Position Summary: The Police Officer may perform a combination or concentration of the following functions on a fixed or rotating basis as directed by the agency: Provides crowd control at various events and activities; monitors designated areas to ensure physical security and authorized access in order to prevent theft, trespass, vandalism or violation of state statutes or regulations; gives directions and routine information to the public; participates in evacuation activities in event of fire, bomb threats or other potential disasters; operates firefighting apparatus if needed; may conduct cruiser or foot patrols; may conduct bicycle patrols as weather permits. Provides traffic and/or crowd control; assesses nature of further assistance needed and makes timely and appropriate arrangements; may gather background information and provide threat assessments regarding high risk locations, safety of persons or property, biological or physical threats; may respond to emergency situations and provide CPR or first aid to injured parties; may transport or escort couriers with currency and prisoners or Absent Without Leave (AWOL) persons; may assist in search for escaped patients or inmates; may assist State Police in investigation of major criminal acts; may be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security procedures. Directs traffic and enforces motor vehicle and parking regulations; may initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction; may conduct on site investigations, question witnesses, arrest individuals at scene and issue summons. Records information; applies for and serves arrest warrants; processes paperwork on arrests and activity reports; arranges surety and non-surety bond payments or Written Promise to Appear (WPA); provides court testimony; conducts special programs, projects and services as required; may process arrested individuals including determining charges, fingerprinting, photographing, initiating National Crime Information Computer (NCIC) check, searching, removing and inventorying personal belongings and transporting arrested persons to lock up; may conduct various safety training, certification and/or recertification courses; may perform minor equipment repairs; may make public presentations regarding crime prevention and safety; may serve as dispatcher; performs related duties as required. May enforce gaming regulations for Connecticut Lottery Corporation and casinos. Assists Conservation Enforcement Officers in the enforcement of state laws and regulations pertaining to fish, wildlife, parks, forests, boating, snowmobiling and the use of department owned or leased land facilities.

Qualifications: Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of traffic and crowd control practices

and procedures; knowledge of criminal law and court procedures; considerable interpersonal skills; oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; ability to utilize computer software. Experience with Emergency situation. Dispatch, Security, Law Enforcement Experience. Providing good customer service. Experience using technology, including Microsoft Office and Law Enforcement Software. Community policing outreach experience. Applicants must be United States citizens. Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council. Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct." (Connecticut General Statutes 29-18 and/or 10a-142) Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements. Incumbents in this class must possess and maintain a valid Motor Vehicle operator's license. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification. Incumbents in this class must be eligible and qualified to bear arms. Incumbents in this class may be required to travel. Department of Energy and Environmental Protection: Incumbents in this class will be required to obtain and retain a Standard First Aid certificate and CPR certificate and participate in any job related training sessions. Department of Energy and Environmental Protection: Incumbents in this class must be willing to accept assignments or transfers to any region of the state consistent with departmental policies or stipulations and work a flexible schedule.

APPLICANT BREAKDOWN

Fifteen (15) applicants applied, 3 WM (goal candidates), 5 OM and 7 OF which constituted the applicant pool for this administrative search.

Within the applicant pool, all of the applicants submitted the required application materials for proper consideration. Application materials included a letter of application (cover letter), which outlines interest in, and qualifications for, the position; a current resume; an online Department of Administrative Services ("DAS") online application and supplemental questionnaire.

During the review of application materials, the search committee precluded the following applicants:

Eleven (11) applicants did not meet the minimum qualification to possess and maintain certification as a law enforcement officer in the State of Connecticut; possess and maintain a valid Motor Vehicle operator's license; eligible and qualified to bear arms; and required to travel: 1 WM (goal candidate), 3 OM and 7 OF.

Four (4) applicants, 2 WM (goal candidates), 2 OM were extended in-person interviews. Of the four finalists, three (3) applicants: 1 WM (goal candidate), 2 OM were precluded from the search.

In the in-person campus interview, one (1) WM (goal candidate), has thirty-five (35) years of experience as a Police Officer with the West Haven Police Department in Connecticut. The 1 WM (goal candidate) has experience with police training and duties, but was unwilling to work an afternoon/evening shift(s) or obtain an Emergency Medical Technician (EMT) certification.

In the in-person campus interview, 1 OM has ten (10) years of experience as a Police Sergeant with the Bridgeport Police Department. The 1 OM has experience with police training and duties, but was unwilling to work an afternoon/evening shift(s) or obtain an Emergency Medical Technician (EMT) certification.

In the in-person campus interview, 1 OM has fourteen (14) years of experience as a Police Detective with the Waterbury Police Department. The 1 OM has experience with police training and duties, but was unwilling to work an afternoon/evening shift(s) or obtain an Emergency Medical Technician (EMT) certification.

The selected candidate, one (1) WM (goal candidate), had twenty five (25) years of experience as a Police Officer with the Ridgefield Police Department. The 1 WM (goal candidate) has experience with police training and duties, and is willing to work an afternoon/evening shift(s) and obtain an Emergency Medical Technician (EMT) certification.

PROMOTION GOALS
April 1, 2018 – March 31, 2019

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire/promote in certain occupational categories by the CSCU System Office.

During the reporting period, there were twenty-one (21) critical promotions that were conducted and executed in the identified executive and administrative occupational categories below.

EXECUTIVE/ADMINISTRATIVE

Goals (0): N/A
Promoted (2): 2 WF

DEAN, SCHOOL OF PROFESSIONAL STUDIES

The School of Professional Studies (“SPS”) is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master’s degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. For more information on the School of Professional Studies, please review the provided link at www.wcsu.edu/sps/

Western Connecticut State University (“WCSU”) is located in Danbury, a city in Fairfield County, 50 miles north of New York City. WCSU is located on two campuses and serves over 5,000 undergraduate and 600 graduate students. Western is one of four comprehensive universities that comprise the Connecticut State University System. WCSU is divided into the School of Arts & Sciences, School of Professional Studies, School of Visual & Performing Arts, and Ansell School of Business. For more information please visit: www.wcsu.edu

Position Summary: Reporting to the Provost/Vice President for Academic Affairs, the Dean will be responsible for promoting, developing, and sustaining the School’s educational, scholarly, and public service programs. The ideal candidate will be a collaborative leader, able to build consensus in and between departments, and cultivate innovation in teaching and scholarship. Through appropriate mentoring of faculty, and a clear understanding of emerging trends in higher education, the Dean will help the SPS become the regional resource for outstanding programs in education, health, and human service professions.

Qualifications: Demonstrated record of teaching, scholarship, and service including a doctoral degree in a field appropriate to the School’s curricula. Evidence of interdisciplinary collaboration is preferred. Evidence of progressively increasing administrative experience, to include: evaluating faculty, managing budgets, developing curriculum, designing assessment plans, and participating in accreditation processes. Experience with innovative pedagogies such as simulation labs, on-line or hybrid course delivery intensive field experiences, or problem-based learning. Demonstrated commitment to supporting a diverse teaching and learning environment. Demonstrated ability to communicate effectively with internal and external constituencies, including communicating the school’s value to potential funders. Experience with shared governance and collective bargaining agreements preferred.

During the reporting period, the appointee, the one (1) WM, applicant rescinded the conditional offer of employment and declined the position one week before the start date. The executive role was appointed as a temporary assignment to one (1) WF, until a subsequent national executive search can be conducted and executed in the Executive occupational category. This promotion did not meet a goal for the University.

INTERIM VICE PRESIDENT, DIVISION OF INSTITUTIONAL ADVANCEMENT

Position Summary: The (interim) Vice President for the Division of Institutional Advancement will be responsible for managing the university's development, community and public relations, alumni relations, governmental relations and institutional advancement functions to contribute to the long term financial success of the university and to its favorable image in the public. Reporting of the university president, this position will direct staff and support professionals.

Qualifications: Demonstrated ability to manage a multi-functional organization in fundraising, public relations, promotion and print production. Demonstrated ability to manage effectively professional, managerial and support staff and to apply sound principles of human resource management. Demonstrated ability to manage funds, property and other assets with integrity and accountability. A combination of education, experience and training which includes advanced university education in business, public relations or public administration together with ten (10) years or more in managerial experience in fundraising, public relations and association management.

During the reporting period, the executive role was appointed as a temporary assignment to one (1) WF, until a national executive search was to be conducted and executed in the Executive occupational category. This promotion did not meet a goal for the University.

FACULTY PROMOTIONS:

In this category, the American Association of University Professors (AAUP) Collective Bargaining Agreement (Article 4.11) governs promotions. The criteria for promotion set forth in the contract include a terminal degree, years of successful teaching, strong scholarship, including publications, and service to the University. A faculty member who wishes to be considered for promotion must submit notification in writing to the Department Chairperson as well as the Department Evaluation Committee (DEC) Chairperson by the deadline stated in the contract. The faculty member's portfolios are reviewed and evaluated by the DEC, the appropriate Dean, the Promotion and Tenure Committee (P&T) and the Provost with each making a recommendation based on the criterion set forth in Article 4.11.9.1-4.11.9.5 of the collective bargaining agreement.

These recommendations are then sent to the President and pursuant to Article 4.11.14, the President makes recommendations for promotion and/or tenure to the Connecticut State Colleges & Universities Board of Regents based on the above noted criterion. If the President determines that the faculty member's portfolio has not met the criterion set forth in the collective bargaining agreement, that faculty member is not recommended for promotion and/or tenure. This procedure for granting promotions is conducted on an annual basis.

PROFESSOR

Goals (16): 3 BM, 9 OM, 4 OF

Promoted (6): 2 WM, 3 WF, 1 OM

Progress: There were six (6) faculty members who applied for promotion to Professor – 2 WM, 3 WF and 1 OM (goal candidate).

All six (6) applicants were recommended for promotions based on the evaluations of the DEC, the Deans, the Promotion and Tenure Committee and the Provost. The criteria for promotion set forth in the contract include a terminal degree, years of successful teaching, strong scholarship, including publications and service to the University. The faculty member's portfolio is reviewed and evaluated by the DEC, the Dean and the Promotion and Tenure Committee and the Provost. Each constituent makes a recommendation which is forwarded to the Provost and President. The Provost then makes recommendations to the Connecticut State Colleges and Universities (CSCU) System Office and the Board of Regents for Higher Education.

Each constituent makes a recommendation that is forwarded to the Provost and President. The President then makes recommendations to the Connecticut State Colleges and Universities (CSCU) System Office and the Board of Regents for Higher Education. In the following faculty categories.

Of the six (6) promotions (2 WM, 3 WF and 1 OM), all were interviewed and promoted. One promotional goal (1 OM) was achieved.

ASSOCIATE PROFESSOR

Goals (14): 4 WM, 6 WF, 2 BF, 2 HF

Promoted (13): 4 WM, 3 WF, 1 BF, 1 HM, 2 OM and 2 OF

Progress: There were thirteen (13) faculty members that applied for promotion to Associate Professor (4 WM (goal candidates), 3 WF (goal candidates), 1 BF (goal candidate), 1 HM, 2 OM and 2 OF).

Thirteen (13) applicants were recommended for promotions based on the evaluations of the DEC, the Deans, the Promotion and Tenure Committee and the Provost. The criteria for promotion set forth in the contract include a terminal degree, years of successful teaching, strong scholarship, including publications and service to the University. The faculty member's portfolio is reviewed and evaluated by the DEC, the Dean and the Promotion and Tenure Committee and the Provost. Each constituent makes a recommendation which is forwarded to the Provost and President. The Provost then makes recommendations to the Connecticut State Colleges and Universities (CSCU) System Office and the Board of Regents for Higher Education.

Of the thirteen (13) promotions (4 WM (goal candidates), 3 WF (goal candidates), 1 BF (goal candidate), 1 HM, 2 OM and 2 OF), all were interviewed and promoted. Eight (4 WM, 3 WF and 1 BF) promotional goals were achieved.

ASSISTANT PROFESSOR

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

PROFESSIONAL NON-FACULTY

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

PROMOTION GOALS
April 1, 2018 – March 31, 2019

Effective July 1, 2019, Connecticut State Colleges and Universities (“CSCU”) President and the System Office has lifted the hiring freeze on the projected state funding cuts based on the needs of each university. Prior to this action, hiring of certain key/required positions remained in effect with various approvals to hire/promote in certain occupational categories by the CSCU System Office.

During the reporting period, there were three (3) critical promotions that were conducted and executed in the identified occupational classified categories below.

SECRETARIAL CLERICAL (All titles except, SECRETARY 2 title)

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

SECRETARIAL CLERICAL - SECRETARY 2

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

TECHNICAL/PARAPROFESSIONAL

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

SKILLED CRAFTS

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

SERVICE MAINTENANCE (All titles except, Custodian title)

Goals (0): N/A

Promoted (1): 1 WF

Division of Environmental, Facilities and Operations – Maintenance Department

Selection: 1 White Female

For more information on the Division of Environmental, Facilities and Operations, please review the provided link at: <https://www.wcsu.edu/efs/>.

Position Summary: The Supervising Custodian (2 positions) schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; maintains inventory of supplies and equipment; prepares work orders; inspects buildings on a regular basis to ensure established standards of cleanliness are maintained; maintains building security; receives and responds to complaints from staff in buildings; responds to building emergencies; maintains employee time records; may participate in cleaning; may act for supervisor in his/her absence; performs related duties as required.

Qualifications: Eligible candidates in this class must possess and retain a valid Motor Vehicle Operator's license. NOTE: One year of general experience must be in a lead position, such as having prior experience supervising four (4) or more custodial employees or prior experience as a Lead Custodian. Preference will be given to those applicants who can effectively demonstrate the following in their submitted application; experience updating projects and work orders through electronic systems, experience working independently, and excellent written communication skills. Considerable knowledge of methods, materials and procedures used in building custodial and/or housekeeping work; interpersonal skills; oral and written communication skills; ability to operate, care for and perform light maintenance on tools and equipment used in daily work; some ability to utilize computer software; supervisory ability.

During the reporting period, the administrative role was appointed to 1 WF who currently served as a Lead Custodian. The 1 WF appointment became a promotional opportunity in the Service Maintenance occupational category. This promotion did not meet a goal for the University.

SERVICE MAINTENANCE - CUSTODIAN

Goals (0): N/A

Promoted (0): N/A

No promotional goals were set in this occupational category and no promotional activity occurred in this category during this reporting period.

PROTECTIVE SERVICES

Goals (0): N/A

Promoted (2): 1 WM and 1 BM

Univeristy Police Department

Selection: 1 White Male and 1 Black Male

For more information on the University Police Department, please review the provided link at:

<https://www.wcsu.edu/police>

Position Summary: The Police Sergeant supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation, and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluations courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full-range of public enforcement, protection, security and administrative functions as assigned to subordinate staff, responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise training of departmental personnel; may serve as dispatcher; performs related duties as required.

Duties of the Police Sergeant at Western Connecticut will include, but will not be limited to: Responding to emergencies and requests for assistance; conducting criminal investigations; applying for arrest and search warrants; enforcing motor vehicle and criminal statutes; effecting criminal arrests; issuing parking tickets; motor vehicle infractions and summonses; completing arrest paperwork; transporting prisoners to lockup; testifying in court; mentoring students, speaking with public groups and organizations; performing dispatching duties; monitoring video and perimeter alarm systems; performing property checks and all associated duties; providing public direction at events and in the course of daily patrol; traffic control; providing escorts for currency deposits; periodic patrols in police cruiser; police issued mountain bike and on foot.

Qualifications: Three (3) years of experience as a Police Officer in an organized police department or within state service. Bachelor's degree may be substituted for one (1) year of the general experience. Experience with emergency situations, providing good customer service, experience using technology, including Microsoft Office and law enforcement software; community policing outreach experience is preferred.

During the reporting period, the administrative role was appointed to 1 WM who currently served for five (5) years as a Police Officer with the WCSU Police Department. The 1 WM appointment became a promotional opportunity in the Protective Services occupational category. This promotion did not meet a goal for the University.

During the reporting period, the administrative role was appointed to 1 BM who currently served for eight (8) years as a Police Officer with the WCSU Police Department. The 1 BM appointment became a promotional opportunity in the Protective Services occupational category. This promotion did not meet a goal for the University.

PROGRAM GOALS
April 1, 2018 – March 31, 2019

As a result of the critical analysis of the Office of Diversity and Equity and the needs of the University, the President and the Chief Diversity Officer have set the following strategic goals for the University:

- 1) The University set a one-year goal to develop and implement a new (online) exit interview questionnaire/survey form, as a reference tool for any exit interview conference(s).

Progress: This goal was fully achieved. The Chief Diversity Officer worked to achieve this programmatic goal by re-examining and restructuring the human resource data available for employee terminations to create an interactive, online questionnaire/survey that would appropriately evaluate the reasons employees separate from the University. The Chief Diversity Officer will utilize this tool to better assess and identify any issues of discrimination and/or disparate treatment within the university. This resource was tested in early January 2019, and executed (completed) on March 30, 2019.

Section M
Element No. 13

GOALS
ANALYSIS
Sec. 46a-68-90

(ATTACHMENTS AND DOCUMENTATION)

700505

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Professional Studies
Dean

Western Connecticut State University is pleased to announce that applications are being accepted for the position of Dean for the School of Professional Studies.

The School of Professional Studies (SPS) is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. For more information please visit www.wcsu.edu/sps/

Western is located in Danbury, a city in Fairfield County, 50 miles north of New York City. The University is located on two campuses and serves over 5,000 undergraduate and 600 graduate students. Western is one of four comprehensive universities that comprise the Connecticut State University System. Western is divided into the School of Arts & Sciences, School of Professional Studies, School of Visual & Performing Arts, and Ansell School of Business. For more information please visit: www.wcsu.edu

Position Summary: Reporting to the Provost/Vice President for Academic Affairs, the Dean will be responsible for promoting, developing, and sustaining the School's educational, scholarly, and public service programs. The ideal candidate will be a collaborative leader, able to build consensus in and between departments, and cultivate innovation in teaching and scholarship. Through appropriate mentoring of faculty, and a clear understanding of emerging trends in higher education, the Dean will help the SPS become the regional resource for outstanding programs in education, health, and human service professions.

Qualifications:

- Demonstrated record of teaching, scholarship, and service including a doctoral degree in a field appropriate to the School's curricula. Evidence of interdisciplinary collaboration is preferred.
- Evidence of progressively increasing administrative experience, to include: evaluating faculty, managing budgets, developing curriculum, designing assessment plans, and participating in accreditation processes.
- Experience with innovative pedagogies such as simulation labs, on-line or hybrid course delivery intensive field experiences, or problem-based learning.
- Demonstrated commitment to supporting a diverse teaching and learning environment.
- Demonstrated ability to communicate effectively with internal and external constituencies, including communicating the school's value to potential funders.
- Experience with shared governance and collective bargaining agreements preferred.

Western is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$119,000. In addition to offering competitive salaries commensurate with candidates' experience, Western offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Application Process: Interested applicants must submit a letter of application, which outlines the applicant's potential to contribute to the advancement of the School of Professional Studies and the University and describe how his/her experience corresponds with the requested qualifications; a current curriculum vitae; and the names, e-mail addresses and telephone numbers of four (4) professional references. Application materials (PDF format preferred) must be submitted via email to Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment: hrpositions@wcsu.edu. Application materials must be received by **Friday, February 23, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

Western is an Affirmative Action Equal Opportunity Educator/Employer

700520

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Dean

Western Connecticut State University (WCSU) is pleased to announce that applications are being accepted for the position of Dean for the Macricostas School of Arts & Sciences.

The Macricostas School of Arts & Science values quality teaching, scholarship and creative activity. The school serves approximately 1,958 undergraduate and 71 graduate students. The School offers ~~undergraduate~~ and ~~graduate~~ studies. WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of diverse racial, ethnic, and national groups, veterans and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. More information on the Macricostas School of Arts & Sciences can be found at <http://www.wcsu.edu/sas/>.

WCSU is located in Danbury, a city in Fairfield County, 50 miles north of New York City. The University is located on two campuses and serves over 5,000 undergraduate and 600 graduate students. WCSU is one of four comprehensive universities that comprise the Connecticut State University System. WCSU is divided into the Macricostas School of Arts & Sciences, School of Professional Studies, School of Visual & Performing Arts, and Ansell School of Business. For more information, please visit www.wcsu.edu

Position Summary: The Dean will be responsible for promoting, developing, and sustaining the School's educational, scholarly, and public service programs. The Dean provides collegial leadership and consensus building for faculty organized into 13 departments – Biological & Environmental Sciences; Chemistry; Communication & Media Arts; Computer Science; English; History & Non-Western Cultures; Mathematics; Philosophy & Humanistic Studies; Physics, Astronomy & Meteorology; Psychology; Social Sciences; World Languages & Literature; and Writing, Linguistics, and Creative Process. The Dean of the Macricostas School of Arts and Sciences reports to the Provost/Vice President for Academic Affairs.

Qualifications:

- A record of significant teaching, scholarship, or creative activity, including an earned doctorate in a field appropriate to the School's curricula.
- Substantial academic administrative experience such as chairperson, program director or the equivalent, including experience in enrollment and fiscal management.
- Experience in academic program development, curricular design and assessment.
- Experience with accreditation processes.
- Experience working with a variety of educational platforms, such as online, hybrid and other digital strategies is preferred.
- Demonstrated ability to communicate effectively, problem solve, and maintain good working relationships with all internal and external constituencies of the University.
- Experience working with a diverse student constituency and evidence of commitment to student success.
- Experience with campus governance, collective bargaining agreements, faculty selection and faculty evaluation is preferred.
- Experience in obtaining external grants and fundraising is preferred.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Salary & Benefits: The minimum starting salary is \$119,000. In addition to offering competitive salaries commensurate with candidates' experience, WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Interested applicants must submit a letter of application, which outlines the applicant's potential to contribute to the advancement of the Macricostas School of Arts & Sciences and the University and describe how his/her experience corresponds with the requested qualifications; a current curriculum vitae; and the names, addresses, e-mail addresses and telephone numbers of four (4) professional references. Application materials must be submitted to hrpositions@wcsu.edu. All materials should be submitted as PDF files. Applications must be received by **Friday, March 9, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

WCSU is an Affirmative Action Equal Opportunity Educator/Employer

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Professional Studies
Education & Educational Psychology
Assistant Professor – Tenure Track
Spring 2018

Western Connecticut State University's School of Professional Studies is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in Department of Education & Educational Psychology for January 2018.

The School of Professional Studies is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. The Department of Education and Educational Psychology is one of the signature departments at WCSU and offers the following degrees in professional fields: a BS in Elementary Education Interdisciplinary Major, BS in Secondary Education, MS in Education Option in Curriculum, MS in School Counseling, MS in Clinical Mental Health, MS in Applied Behavior Analysis, and Ed.D. in Instructional Leadership. Programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), the Council for the Accreditation of Counseling and Related Programs (CACREP) and NEASC. For more information, visit <http://www.wcsu.edu/education/>

Position Summary: The successful candidate will be responsible for: teaching courses in the counselor education program primarily in a face-to-face format; appropriate service; engagement in scholarly activity including research and grant writing; support for Chi Sigma Iota and our local counseling organization; and collaboration with colleagues to conduct program evaluation, CACREP accreditation, and field placement of students.

Minimum qualifications: Doctorate in counselor education or a closely related field. Experience teaching experience in counselor education.

Preferred qualifications: Doctorate from a CACREP accredited doctoral program; experience teaching in a graduate counselor education program; experience as a clinical or school counselor; a record of scholarly publications; and experience with CACREP accreditation. Preference may be shown to candidates with a well-defined research agenda in clinical mental health or school counseling.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$59,668. In addition to offering competitive salaries commensurate with candidates' experience, WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #700-504. All materials should be submitted as PDF files. Applications must be received by **November 3, 2017**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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700-516

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Ansell School of Business
Division of Justice & Law Administration
Assistant or Associate Professor – Tenure Track
Academic Year 2018 - 2019

Western Connecticut State University's Ansell School of Business is pleased to announce that applications are being accepted for a tenure track position in the Division of Justice and Law Administration (JLA).

The Ansell School of Business is composed of five business administration departments: Accounting, Finance, Management, Management Information Systems, Marketing, and the Division of Justice and Law Administration (JLA). The degrees offered are Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Healthcare Administration (MHA), as well as a Bachelor of Science in Justice and Law Administration (BS). The Division of Justice and Law Administration offers a Bachelor of Science in Justice and Law Administration. There are options in legal studies, paralegal studies, law enforcement, corrections, and criminology. Our mission is to provide an integration of substantive and practical education in courses of study designed to prepare students for a variety of career choices in law, public service, social systems and private enterprise. More information may be found on: www.wcsu.edu/asb.

Position Summary: Teaching assignments will include teaching four (4) courses per semester in our Justice and Law Administration degree program. Scholarly activity is expected. In addition, the successful candidate will participate in departmental and university service, engage in professional activity, as well as advising and mentoring of students on course selection and career opportunities.

Qualifications: An earned Juris Doctorate degree. Prior demonstrated experience teaching at the college level including the teaching of criminal justice related writing skills is required. Additional qualifications desired are experience teaching oral advocacy, and litigation. Prior demonstrated experience teaching at the college level including the teaching of criminal justice related writing skills is required. Prior work experience in the legal field is preferred. Additional qualifications desired are experience teaching oral advocacy, and litigation. A history of research and publications is desirable as is a commitment to meet the scholarly requirements of the division. Prior work experience in the legal field is preferred.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$98,664 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to faculty.vitas@wcsu.edu. In the Email Subject Line Reference Search #700-516. All materials should be submitted as PDF files. Applications must be received by **February 28, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

The Affirmative Action Data Questionnaire, can be found on the following link:

[http://www.wcsu.edu/hr/employment/AA Data Questionnaire FillableForm.pdf](http://www.wcsu.edu/hr/employment/AA%20Data%20Questionnaire%20FillableForm.pdf)

Western is an Affirmative Action Equal Opportunity Educator/Employer

100-515

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Ansell School of Business
Division of Justice & Law Administration
Assistant or Associate Professor – Tenure Track
Academic Year 2018 - 2019

Western Connecticut State University's Ansell School of Business is pleased to announce that applications are being accepted for a tenure track position in the Division of Justice and Law Administration (JLA).

The Ansell School of Business is composed of five business administration departments: Accounting, Finance, Management, Management Information Systems, Marketing, and the Division of Justice and Law Administration (JLA). The degrees offered are Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Healthcare Administration (MHA), as well as a Bachelor of Science in Justice and Law Administration (BS). The Division of Justice and Law Administration offers a Bachelor of Science in Justice and Law Administration. There are options in legal studies, paralegal studies, law enforcement, corrections, and criminology. Our mission is to provide an integration of substantive and practical education in courses of study designed to prepare students for a variety of career choices in law, public service, social systems and private enterprise. More information may be found on: www.wcsu.edu/ash

Position Summary: Teaching assignments will include teaching four (4) courses per semester in our Justice and Law Administration degree program with a focus in our Law Enforcement concentration. Scholarly activity is expected. In addition, the successful candidate will participate in departmental and university service, engage in professional activity, as well as advising and mentoring of students on course selection and career opportunities.

Qualifications: An earned Ph.D. in Criminal Justice, or closely related field of study, with prior experience in domestic law enforcement and prior teaching experience. ABD's with a completion date prior to appointment will be considered. A Juris Doctor (J.D) alone will not fulfill the minimum educational requirement for this position. Prior demonstrated experience teaching at the college level including the teaching of criminal justice related writing skills is required. Additional qualifications desired are experience teaching oral advocacy, and litigation. A history of research and publications is desirable as is a commitment to meet the scholarly requirements of the division. Prior work experience in the legal field is preferred.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$98,664 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to faculty.vitae@wcsu.edu. In the Email Subject Line Reference Search #700-515. All materials should be submitted as PDF files. Applications must be received by February 28, 2018. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

The Affirmative Action Data Questionnaire, can be found on the following link:

[http://www.wcsu.edu/hr/employment/AA Data Questionnaire FillableForm.pdf](http://www.wcsu.edu/hr/employment/AA%20Data%20Questionnaire%20FillableForm.pdf).

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Ansell School of Business
Management
Assistant or Associate Professor
Tenure Track - Academic Year 2018-19

Western Connecticut State University's Ansell School of Business is pleased to announce that applications are being accepted for a tenure track position in the Management Department.

The Ansell School of Business www.wcsu.edu/asb is comprised of five business administration departments: Accounting, Finance, Management, Management Information Systems, Marketing, and the Division of Justice and Law Administration. The degrees offered are Bachelor of Business Administration, Master of Business Administration, Master of Healthcare Administration, as well as a Bachelor of Science in Justice and Law Administration. The Management curriculum is designed to provide the student with the knowledge, skills, and perspectives necessary in managerial and administrative positions in a variety of organizations.

Position Summary: The successful candidate will teach Organizational Behavior and other related courses offered by the department that could include Leadership, Managing People, or Negotiations. Teaching load may be split between the Bachelor's programs at our Danbury and Waterbury campuses and the Masters of Business Administration program. In addition, the successful candidate will participate in departmental and university service, engage in scholarly and professional activities, as well as advising and mentoring of students.

Qualifications: An earned doctorate in Management from an AACSB accredited (or equivalent accreditation) is required. Late stage (dissertation proposal approved) ABD in Management from an AACSB accredited (or equivalent accreditation) also considered. College teaching in Organizational Behavior and related courses is preferred. Candidates must present evidence of research and publication and an active agenda of scholarship. Managerial experience is a plus.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary ranges: Assistant Professor: \$59,668 – 80,030 and Associate Professor: \$73,707 – 98,664. Salaries are commensurate with the candidates' experience and will be determined at the time of offer of employment. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #700-501. All materials should be submitted as PDF files. Applications must be received by **Friday, January 5, 2018**. Late applications will not be accepted.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link: http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Department of Chemistry and Biochemistry
Assistant Professor – Physical Chemistry – Tenure Track
Academic Year 2019 - 2020

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce that applications are being accepted for a tenure-track Assistant Professor position in physical chemistry in the Department of Chemistry and Biochemistry.

The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors and five graduate majors. Additional information on the school may be found at <http://www.wcsu.edu/sas/>. The Department of Chemistry and Biochemistry offers ACS-certified Bachelor of Arts degrees in Chemistry and in Chemistry with a Biochemistry option. The department also offers a chemistry minor. Additional information about the department may be found at <https://www.wcsu.edu/chemistry/>.

Position Summary: The successful candidate must be able to teach physical chemistry lecture and laboratory. Teaching duties will include rotation through physical chemistry, freshman general chemistry, and non-majors chemistry courses. It is expected that the appointee will develop an active research program involving undergraduate students. WCSU's small classes allow for student-based teaching and learning and project-based activities. The teaching load for all full-time faculty member is four courses (12 credits) per semester. The successful candidate will be expected to participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity.

Qualifications: Candidates must have a Ph.D. in physical chemistry or related field at time of hire and have a strong commitment to excellence in teaching and undergraduate research. Previous teaching experience is preferred. Preference will be given to candidates whose research involves some aspect of experimental physical chemistry.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit (1) a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership; (2) a statement of teaching philosophy (2 page max); (3) a description of research plans (5 page max); (4) a current curriculum vita; (5) three current letters of recommendation from professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership; and (6) copies of unofficial undergraduate and graduate transcripts to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #800-024. All materials should be submitted as PDF files. Applications must be received by **January 18, 2019**. Late applications will not be accepted.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Department of Communication & Media Arts
Assistant Professor–Tenure Track
Academic Year 2019 - 2020

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in the Department of Communication & Media Arts.

The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors and five graduate majors, and offers a variety of ways for students to further their education. The Department of Communication & Media Arts offers Bachelor of Arts degrees in Communication Studies and Media Arts. The department also offers minors in Broadcast Journalism and Communication. Additional information about the department may be found at <http://www.wcsu.edu/com/>

Position Summary: The successful candidate will demonstrate an ability to teach introductory and advanced courses in organizational communication, as well as core courses in the major, which include: communication theory, research methods, and senior thesis. Tenure-track faculty are expected to teach eight classes per academic year (+ 4), engage in scholarly creative activity appropriate to the discipline, contribute service to the department, school, and university, and participate in relevant professional activity, such as attendance at international, national, and regional meetings of scholarly associations.

Qualifications: Eligible candidates will hold an earned Ph.D. in Communication Studies, or be near completion (ABD) of the same. Must provide evidence of teaching excellence in Communication courses, a record of scholarship, and demonstrated involvement in the discipline. WCSU is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate with the candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application for the position; a current curriculum vita; evidence of teaching expertise and experience areas; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and other professional qualifications for the position to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #800-014. All materials should be submitted as PDF files. Applications must be received by **Friday, November 2, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire can be found on the following link: http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Department of Computer Science
Assistant Professor – Tenure Track
Academic Year 2019 - 2020

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in the Department of Computer Science beginning the Fall 2019 semester.

The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors and five (5) graduate majors, and offers a variety of ways for students to further their education. The Computer Science department's mission is to offer a broad and up-to-date curriculum that provides students with a comprehensive foundation that permits graduates to adapt to new technologies and new ideas. Western's students benefit from small class sizes and a faculty focus on teaching and learning. The Computer Science department offers a BS in Computer Science, BA in Applied Computing, Minor in Computer Science, as well as minors in Security, Digital Media, Informatics and Web Development. The Computer Science program follows the CC 2013 recommendations. Additional information about the department may be found at <http://www.wcsu.edu/cs/>.

Position Summary: The successful candidate will teach both introductory and upper-level Computer Science courses and will be expected to participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity. The full-time teaching load is 12 credit hours per semester. Western has a 4/4 teaching load, but class sizes are capped at between 15-38 students each. Small classes allow for student-based teaching and learning and project-based activities. Faculty may apply for course load reduction for research purposes beginning in their second year. Additionally, there are generous travel, research, and other grants competitively awarded each year.

Qualifications: A completed doctorate in Computer Science or a closely related discipline is required at time of application. Also required are:

- Demonstrated proficiency in more than one programming language including C++;
- Ability to teach a wide variety of undergraduate courses, including courses in some of the following areas: programming and software development, networking and communication, information assurance and security, intelligent systems, parallel and distributed computing;
- Proven capability for research, and a record of advancing a research agenda; and,
- Demonstrated willingness to participate in faculty governance.

Relevant industry or academic experience after obtaining the Ph.D. will be an advantage. The ability to attract external funding will be an advantage. Experience in program assessment will be an advantage. Must display evidence of excellence in teaching at the university level. Excellent written and oral communication skills are required.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita and list of publications; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #800-004. All materials should be submitted as PDF files. Applications must be received by **February 28, 2019**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link: [http://www.wcsu.edu/hr/employment/AA Data Questionnaire FillableForm.pdf](http://www.wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf).

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100-519

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Professional Studies
Education & Educational Psychology
Assistant Professor – Reading
Tenure Track
Academic Year 2018 - 2018

Western Connecticut State University's School of Professional Studies is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in Department of Education & Educational Psychology. The incumbent will also serve as the Elementary Education program coordinator.

The School of Professional Studies is comprised of four departments: Education & Education Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Education Psychology, and Doctoral degrees in Education and Nursing. The Department of Education and Educational Psychology is one of the signature departments at WCSU and offers the following degrees in professional fields: a BS in Elementary Education Interdisciplinary Major, BS in Secondary Education, MS in Education Option in Curriculum, MS in School Counseling, MS in Clinical Mental Health, MS in Applied Behavior Analysis, and a Ed.D. in Instructional Leadership. Programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), the Council for the Accreditation of Counseling and Related Programs (CACREP), and NEASC. For more information, visit <http://www.wcsu.edu/education>.

Position Summary: The successful candidate will be responsible for: teaching undergraduate and graduate literacy courses; coordinating practicum at the graduate and undergraduate levels; engaging in scholarly activities, accreditation work, Elementary Education program coordination, program evaluation, and serving on graduate committees.

Qualifications: Doctorate in Literacy or Reading is required, as is current State* Certification as a Literacy or Remedial Reading Specialist. *Certification may be from other states. Accreditation experience with program review; Experience teaching courses on literacy on undergraduate/graduate level; Active role in literacy-related professional associations; Successful college-level teaching and supervision of practicum training activities are preferred.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$59,668. In addition to offering competitive salaries commensurate with candidates' experience, WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/benefits. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to facultypact@wcsu.edu. In the Email Subject Line Reference Search

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

#700-519. All materials should be submitted as PDF files. Applications must be received by **Thursday, March 15, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://www.wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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700-502

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Professional Studies
Education & Educational Psychology
Assistant Professor – Special Education/Applied Behavior Analysis
Tenure Track - Spring 2018

Western Connecticut State University's School of Professional Studies is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in Department of Education & Educational Psychology for January 2018.

The School of Professional Studies is comprised of four departments: Education & Educational Psychology, Health Promotion & Exercise Science, Nursing, and Social Work. Undergraduate degrees are offered in each of these professional fields, as well as Master's degrees in Nursing and Education & Educational Psychology, and Doctoral degrees in Education and Nursing. The Department of Education and Educational Psychology is one of the signature departments at WCSU and offers the following degrees in professional fields: a BS in Elementary Education Interdisciplinary Major, BS in Secondary Education, MS in Education Option in Curriculum, MS in School Counseling, MS in Clinical Mental Health, MS in Applied Behavior Analysis, and Ed.D. in Instructional Leadership. Programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), the Council for the Accreditation of Counseling and Related Programs (CACREP) and NEASC. For more information, visit <http://www.wcsu.edu/education>.

Position Summary: The successful candidate will be responsible for: teaching Special Education/Applied Behavior Analysis (ABA) courses; coordinating practicum at the graduate and undergraduate levels; engaging in scholarly activities, including grant writing, program evaluation, and serving on graduate committees. The ABA courses are primarily via distance learning and special education courses are hybrid format.

Minimum qualifications: Doctorate in special education or related field with a concentration in ABA; Board Certified Behavior Analyst Certificate as stated on the Behavior Analyst Certification Board website (i.e., accrued 1,500 hours of BCBA supervised field experience and met the BCBA coursework requirement.)

Preferred qualifications: Teaching certification in Special Education; Board Certified Behavior Analyst-Doctoral Level (BCBA D); scholarly productivity in ABA, including behavioral research; experience teaching courses on behavioral interventions for individuals; active role in ABA-related professional associations; successful college-level teaching and supervision of practicum training activities; experience developing and teaching online courses in ABA; at least one (1) year of experience working in applied settings with individuals on the autism spectrum or other developmental disability.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$59,668. In addition to offering competitive salaries commensurate with candidates' experience, WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits. There are grant opportunities to support research and conference attendance.

700-502

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to facultyvita@wcsu.edu. In the Email Subject Line Reference Search #700-502. All materials should be submitted as PDF files. Applications must be received by **Wednesday, November 1, 2017**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_Fillableform.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Department of Mathematics
Assistant Professor-Tenure Track
Academic Year 2018 - 2019

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in the Department of Mathematics.

The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors and five graduate majors, and offers a variety of ways for students to further their education. The Department of Mathematics offers Bachelor of Arts degrees in Mathematics, and in Mathematics with a Computer Science option, as well as a Bachelor of Science in Mathematics for Secondary Education. The department also offers a Mathematics minor. Additional information about the department may be found at www.wcsu.edu/math/.

Position Summary: The successful candidate will teach courses in all levels of mathematics, as well as participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity and scholarship. Standard teaching load is 24-credits per year or the equivalent of 4 courses each semester.

Qualifications: A Ph.D. in Mathematics or Applied Mathematics is required. Preference will be given to candidates with specialization or expertise in applied mathematics or computational statistics. Other evaluation criteria will include: teaching experience, a record of (or potential for) scholarship, a record of (or potential for) service to the department and university community; and appropriate experience using technology. Activities that are valuable to the department include, advising and mentoring students, grant writing, revising curricula, developing programs, serving on departmental and university committees, and promoting connections with other departments. WCSU is particularly interested in applicants who have experience working with students from different backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

WCSU is committed to enhancing our diverse university community by actively encouraging minorities, veterans, women and people with disabilities to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, a statement of teaching philosophy and a statement of scholarship, a current curriculum vita; and at least three (3) reference letters that comment on the applicant's teaching, scholarship, and/or service/leadership to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #700-527. All materials should be submitted as PDF files. Applications must be received by **April 4, 2018**. Late applications will not be accepted.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

Western is an Affirmative Action Equal Opportunity Educator/Employer

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Visual & Performing Arts
Department of Theatre Arts
Musical Theatre - Assistant Professor
Tenure Track – Academic Year 2018 - 2019

Western Connecticut State University's School of Visual and Performing Arts is pleased to announce that applications are being accepted for a tenure track Assistant Professor Musical Director position in the Department of Theatre Art.

The School of Visual and Performing Arts www.wcsu.edu/svpa is situated in a new \$97 million visual and performing arts center. Only an hour from New York City, yet located in the scenic foothills of New England's Berkshires, the school offers a professional training program in a liberal arts context at the relatively affordable cost of a public university. New York City's proximity means our students receive the benefit of a faculty of nationally recognized artists, directors, designers, performers, and scholars dedicated to teaching a highly diverse student population. The Department of Theater Arts (www.wcsu.edu/theatre) is a fully accredited member of the National Association of Schools of Theatre with eight full-time and twenty three part-time faculty supporting 188 majors in five (5) degree programs including a BFA in Musical Theatre and BA in Theatre Arts concentrations in Performance, Design Technology, Theater Management and Theatre Studies. The Department also mounts four mainstage and two studio productions each year.

Position Summary: The Musical Director position in the BFA Musical Theatre program will teach undergraduate courses in Musicianship, MT Workshop, MT Rep and serve as Musical Director for two (2) Main Stage MT productions throughout the academic year. Additional responsibilities will include serving as pianist for cast rehearsals, orchestra rehearsals and auditions as well as recruiting orchestra members (both professional and student musicians), and preparing students for the Senior Showcases. Depending on the candidate's area of expertise, additional duties may include teaching courses required in the program such as Musical Theater History, Singing for the Stage Actor and/or Applied Voice. The candidate will also be expected to participate in appropriate department, university and professional service, serve as an academic advisor, and actively recruit students in the musical theatre area.

Qualifications: A completed terminal degree in musical theatre or music is preferred; however, those without a terminal degree with a minimum of 10 years of significant professional experience in the area of musical theatre will be considered. Candidates might also provide evidence of at least three (3) years of successful college teaching experience and departmental service.

WCSU is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience, areas of service and/or leadership, research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and professionalism to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #800-017. All materials should be submitted as PDF files. Applications must be received by **Wednesday, December 19, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
[http://wcsu.edu/hr/employment/AA Data Questionnaire FillableForm.pdf](http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf).

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Visual & Performing Arts
Department of Music
Assistant Professor – Choral Emphasis
Tenure Track – Academic Year 2019 – 2020

Western Connecticut State University's School of Visual and Performing Arts is pleased to announce that applications are being accepted for a tenure track Assistant Professor position in Department of Music.

The School of Visual and Performing Arts is situated in a new \$97 million visual and performing arts center. Only an hour from New York City, yet located in the scenic foothills of New England's Berkshires, the school offers a conservatory-level education at the relatively affordable cost of a public university. New York City's proximity means our students receive the benefit of a faculty of internationally recognized artists, directors, designers, performers, and scholars dedicated to teaching a highly diverse student population. Additional information on the SVPA can be found on: www.wcsu.edu/svpa The Department of Music is a fully accredited member of the National Association of Schools of Music with thirteen full-time and thirty-five part-time faculty supporting 220 majors in six degree programs: BA in Music, BS in Music Education, BM in Audio & Music Production, BM in Performance, BM in Jazz Studies, and a MS in Music Education. Additional information on the Music department can be found on: www.wcsu.edu/music

Position Summary: The successful candidate will teach undergraduate and graduate music education courses including choral methods, sight-singing/ear training, conduct choral ensembles, coordinate and supervise student teachers, advise undergraduate students, and oversee research projects. Additional responsibilities depend on candidate's areas of expertise and Department needs. Will be required to maintain an active program of performance, research, and/or scholarly and creative activities, and will also be expected to participate in appropriate department, university and professional service, and build/maintain professional relationships with regional and national music educators.

Qualifications: A doctorate in Music Education is required; applicants without a doctorate specifically in Music Education will not be considered. ABD in Music Education will be considered. A minimum of two (2) years of college teaching experience is required. Applicants must have at least three (3) years of successful public school teaching experience. Additionally, applicants must actively research and present in the area of music education. Excellent written and oral communication skills are required. WCSU is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate with candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of teaching expertise and experience; service and/or leadership; research interests, and a statement of teaching philosophy; a current curriculum vita; and the names and contact

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
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information for at least five (5) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership. In addition, links to videos uploaded to Dropbox, Google Drive, YouTube, etc. that demonstrate both college classroom teaching and college-level choral rehearsal are required with the initial application materials. Additional materials may be requested by the search committee upon review of materials. All materials should be submitted as PDF files and emailed to: facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #800-012. All materials should be submitted as PDF files. Applications must be received by **November 15, 2018**.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Department of Psychology
Assistant Professor – Tenure Track
Spring 2019

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce that applications are being accepted for a tenure track Assistant Professor in the Department of Psychology, to begin employment in January, 2019.

The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors and five graduate majors, and offers a variety of ways for students to further their education. Additional information on the School may be found at: <http://www.wcsu.edu/sas/> The Department of Psychology consists of 11 full-time and 22 part-time faculty who support majors pursuing the BA degree in Psychology. Additional information about the department may be found at www.wcsu.edu/psychology

Position Summary: Expertise in therapy, prevention and research in the area of substance use disorders. It is anticipated that this position will teach in the proposed new graduate program, the M.S. in Addiction Studies. Must possess job-relevant teaching experience and be prepared to teach the following undergraduate and graduate courses: Advanced Diagnosis & Assessment in Substance Use Disorders & Co-Occurring Disorders, Psychological Treatment of Drug Use and Misuse for Medical Conditions and Across Populations, Advanced Substance Use Counseling, Abnormal Psychology, Clinical Psychology and other related psychology courses. The proposed graduate program includes summer courses. Will be involved in placing students in the community for internship experiences and will be expected to develop close working relationships with local behavioral health service and community agencies in the substance use disorders treatment/prevention area. Supervision of student research, student advisement, and coverage of evening courses are also expected. Will also be expected to participate in departmental and university service by taking an active role in developing new curricula, maintaining an active research program, advising and mentoring students, serving on departmental and university committees, assisting student groups on campus, and engaging in professional activity. Western has a 4/4 teaching load, class sizes are capped at between 15-38 students each. Faculty may apply for course load reduction for research purposes beginning in their second year. Additionally, there are generous travel, research, and other grants competitively awarded each year.

Qualifications: A completed doctorate is required at time of employment. The candidate must be licensed as a psychologist, or license eligible. Experience in direct patient care and/or service delivery/therapy in substance use disorders treatment or prevention is required. This experience can be in behavioral health service settings, in postdoctoral training, in clinical trials, or in community prevention. A record of published research on substance use disorders and the ability to obtain grant funding in the field is preferred. Teaching experience is an advantage. Certifications in the field such as the National Certification Commission for Addiction Professionals (NCCAP), or the equivalent is a plus. Experience as a supervisor of counselors is preferred. Western is particularly interested in applicants who have experience working with students from different backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

Western is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. Western offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested candidates should submit a cover letter, curriculum vitae, a statement of teaching philosophy, unofficial transcript of graduate coursework, evidence of current undergraduate teaching experience, evidence of research productivity, and with three (3) letters of recommendation, including contact information to: facultyvitae@wcsu.edu. In the Email Subject Line Reference Search **#800-010**. All materials should be submitted as PDF files. Applications must be received by **Tuesday, November 20, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the Western Connecticut State University Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link: http://www.wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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700-524

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Department of Social Sciences
Assistant Professor - Sociology – Tenure Track
Academic Year 2018 - 2019

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce applications are being accepted for a tenure track Assistant Professor of Sociology position in the Department of Social Sciences. The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors and five graduate majors, and offers a variety of ways for students to further their education. The Department of Social Sciences is an interdisciplinary department including anthropology, economics, geography, political science, and sociology. The department offers a combined undergraduate major in sociology/anthropology. Additional information about the department may be found at <http://www.wcsu.edu/socialsci>. Located only 60 miles from New York City, WCSU is uniquely positioned with a host of opportunities and resources that enrich our local university and the broader community of Danbury, Connecticut.

Position Summary: The successful candidate will teach both introductory and upper division courses in sociology, and one course annually in either research methods, quantitative methods, or our capstone senior research course. The candidate will be expected to participate in departmental and university service by taking an active role in developing new curricula, advising and mentoring students, serving on committees, assisting student groups on campus, and engaging in professional activity. WCSU has a 4/4 teaching load, but class sizes are capped at between 15-38 students each. Faculty may apply for course load reduction for research purposes beginning in their second year. Additionally, there are generous travel, research, and other grants competitively awarded each year.

Qualifications: Areas of expertise should be in one or more of the following: poverty, gender and sexuality, social inequality, urban studies, the sociology of consumption, and/or environmental sociology with a preferred regional focus on either Europe, Oceania, South Asia, Southeast Asia, or the United States (if US then especially African American, Asian American, and/or working class studies). A PhD in sociology is required. ABD with expected completion dates by December 2018 will be considered. Candidates must also have a demonstrated record of teaching experience.

WCSU's small classes allow for student focused teaching and learning, and project based activities. We are particularly interested in applicants who have experience working with students from different backgrounds, and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups. WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$89,039 and is commensurate with experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits. All faculty in the Connecticut State University system are represented by the American Association of University Professors (AAUP).

Application Process: Interested applicants must submit a cover letter outlining areas and regions of specialization, and detailing other qualifications; a curriculum vitae; a writing sample reflecting current research.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

interests; a statement of teaching philosophy; and contact information for at least three (3) professional references to facultyvitae@wcsu.edu. In the email subject line, reference **Search #700-524**. All materials should be submitted as PDF files. Only candidates who advance in the selection process will be required to submit letters of reference and a summary of teaching evaluations. Applications must be received by **Thursday, March 29, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

700-710

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Macricostas School of Arts & Sciences
Writing, Linguistics & Creative Process
Assistant Professor/Coordinator of Composition
Tenure Track - Academic Year 2018 - 2019

Western Connecticut State University's Macricostas School of Arts & Sciences is pleased to announce that applications are being accepted for a tenure-track Assistant Professor position in the Department of Writing, Linguistics & Creative Process. The incumbent will also serve as the Coordinator of Composition.

The Macricostas School of Arts and Sciences is home to 13 departments, 21 undergraduate majors, and five graduate majors, and offers a variety of ways for students to further their education. The Department of Writing, Linguistics & Creative Process offers the bachelor's degree in Professional Writing with concentrations in Creative Writing, Journalism and Public Relations, and Business and Technical Writing. The Department's graduate program includes the nation's only Master of Fine Arts in Creative and Professional Writing. The department also offers three undergraduate minors and a variety of writing intensive courses for credit in General Education. Faculty in the department carry 12 credit hours per semester, but the Composition Coordinator receives three (3) hours of reassigned time each semester. Additional information on the department may be found at www.wcsu.edu/writing.

Position Summary: The successful candidate will teach in the Professional Writing program and in the general education composition program. The successful candidate will also oversee the university's first-year composition program, initiating and recommending changes to the curriculum as needed. Although full-time faculty members carry a four-four teaching load, the Coordinator of Composition will teach three courses and work one-quarter time overseeing the composition program. Professors are expected to maintain an active research program, serve on committees, and advise students.

Qualifications: Completed Ph.D. in Rhetoric and Composition or a closely related field is required. Will consider candidates with a dissertation defense date scheduled before June 1, 2018. Evidence of scholarship in Rhetoric and Composition is required. Preference will be given to candidates with a strong background in teaching college composition, experience in administration and assessment, and a background in faculty development. A dissertation and/or publications on college writing specifically are desirable. Evidence of effective teaching is required, as are excellent written and oral communication skills.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 to \$80,030, dependent on years of full-time experience. In addition to offering a competitive salary commensurate with the candidate's experience, WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance. Faculty members are protected by a strong union as part of the American Association of University Professors (AAUP).

Application Process: Interested applicants must submit a letter of application outlining interest in and qualifications for the position; areas of teaching expertise and experience; areas of service and/or leadership; research interests; a statement of teaching philosophy; a current curriculum vita; and the names and contact

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

information for at least three (3) professional references who can comment on the applicant's teaching, scholarship, and/or service/leadership to facultyvitae@wcsu.edu. Finalists will be asked to submit examples of their writing. In the Email Subject Line Reference Search #700-710. All materials should be submitted as PDF files. Applications must be received by **April 1, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire can be found on the following link:

http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Division of Enrollment Management
Admissions Office
Admissions Representative

Western Connecticut State University is pleased to announce that applications are being accepted for two Admissions Representative positions.

The Office of Admissions is responsible for all aspects pertaining to the recruiting and enrollment of first time and transfer students. This includes: Data analysis; Staying apprised of news and trends that impact college admissions and enrollment; Determining appropriate messaging and timing of said messages to prospective students; Scheduling travel to visit high schools and attend college fairs to meet with prospective students, their parents, plus guidance and transfer counselors; Build professional relationships with guidance counselors and college/transfer advisors; Meeting with prospective students on campus during daily visit opportunities and admissions related events; Reading and making decisions on student applications; Communicating with all parties involved in the admissions cycle; And other duties as needed.

The incumbents will be responsible for: Assisting with the coordinated recruitment and admission activities for the University; Evaluating and processing applications from prospective students; Participating in travel (travel may include Connecticut, New Jersey, and New York, including New York City, or other locations as needed); Corresponding and follow-up with prospective students and the general public; Assisting in special projects/programs; Interacting with members of the University community.

Qualifications: Bachelor's degree is required as is one to two years of experience in Admissions or another student service experience at an institution of higher education. Familiarity with Admissions computer software and applications is preferred. Familiarity with the use of social media as a marketing tool is preferred. Excellent written and oral communication skills are required as is the ability to work effectively with diverse populations including business and government officials, community leaders, and students and faculty. Availability to attend evening and weekend recruitment activities is required as is occasional, overnight regional travel. Possessing a valid driver's license to transport themselves to recruitment activities off campus is also required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$43,360 – \$74,993 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Admissions Representative

Application Deadline: Application materials should be submitted to hrpositions@wcsu.edu and must be received by **Friday, June 29, 2018**. Late applications will not be accepted.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Division of Student Affairs
Counseling Center
Assistant Counselor - Tenure Track
Academic Year 2018 - 2019

Western Connecticut State University is pleased to announce that applications are being accepted for a tenure track Assistant Counselor (12-month) position in the Counseling Center.

WCSU's Counseling Center offers students free, confidential individual and group counseling. Other services include educational workshops, outreach activities, and a training program for advanced graduate students. The Counseling Center staff is dedicated to on-going learning as well as excellence in client service. Additional information is available at www.wcsu.edu/counseling

Position Summary: Provides individual and group counseling, crisis intervention, assessment, consultation and psycho-educational outreach to a diverse student population, faculty, and administration. Case conferences and in-service training are regular activities. As a member of AAUP (union), engagement in ongoing research that benefits the profession is expected.

Qualifications: Master's degree or higher in Clinical or Counseling Psychology, Social Work, Mental Health Counseling or related field is required; a Doctorate in Clinical or Counseling Psychology (Ph.D. or Psy.D.) is preferred. Must hold or have met the criteria to hold appropriate licensure as required by the State of Connecticut. Experience in a college mental health setting counseling students is highly desirable. Experience supervising mental health trainees is also desirable. Strong clinical skills, flexibility, and the ability to be a team player are required. Previous experience with clinical and outreach areas related to LGBTQ issues, men's issues, multicultural issues or veteran's issues is preferred. WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; a current resume, and the names and contact information for at least three (3) professional references to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #700-551. All materials should be submitted as PDF files. Applications must be received by **Friday, August 3, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:

http://www.wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf

800 015

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Division of Enrollment Services
Registrar's Office
Assistant Degree Auditor

Western Connecticut State University is pleased to announce that applications are being accepted for the position of Assistant Degree Auditor.

Position Summary: The Assistant Degree Auditor is responsible for auditing of the academic records of students in a variety of majors to determine compliance with degree requirements; Maintains liaison with academic department representatives with regard to academic policy as it affects a student's graduation; Communicates with students concerning compliance with degree requirements, graduation status, and any degree deficiencies; Assists with the evaluation and recording of Advanced Placement, Transfer Credits, CLEP, PE Waiver, and other non-traditional course credits and tracks whether those credits are applicable towards a student's major or minor program of study; Conducts ISEP and Veteran Transcript evaluation; Assists with the implementation and maintenance of the automated degree audit system; Performs outreach to assist students with staying path towards graduation; Assists in the registration process; as well as providing support to the front office staff.

Qualifications: Bachelor's degree required as is two (2) years of experience in monitoring detailed records. Must possess strong interpersonal skills, as well as excellent written and oral communication skills.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$43,360 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Assistant Degree Auditor

Application Deadline: Application materials should be submitted to hrpositions@wcsu.edu and must be received by Tuesday, November 13, 2018. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:

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Western is an Affirmative Action Equal Opportunity Educator/Employer

Subject: WCSU SUOAF Promotional Opportunity: Academic Advisement - Assistant Director of Advisement - Admin. III

**Western Connecticut State University
CSU-SUOAF Promotional Opportunity**

**Assistant Director of Advisement
Administrator III
Academic Advisement**

The projected starting date for this position is at the mutual agreement of the University and the successful candidate.

Application Process: Prospective candidates must apply electronically by submitting a cover letter, which includes the contact information for three (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment. In subject line of email reference the following: Your Last Name – Academic Advisement. Email applications to: hrpositions@wcsu.edu. As Western is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Deadline: Applications must be received by **Wednesday, January 31, 2018**.

Thanks ~Peggy~

PEGGY BOYLE

Assistant Director of Human Resources – Recruitment
WCSU Department of Human Resources
☎ 203-837-8662 | 📠 203-837-8613 | ✉ boylep@wcsu.edu

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Assistant Director of Custodial Services
Environmental & Facilities Services

Western Connecticut State University is pleased to announce applications are being accepted for the position of Assistant Director of Custodial Services.

The WCSU Facilities Division strives to build an innovative customer driven environment which focuses on student satisfaction, high levels of service and efficiencies, and timely responses for deliverables. Under the general direction of the Director of Facilities Operations, the Assistant Director provides daily supervision, leadership, and direction to the custodial staff. Manages expenditure and budget information and is directly responsible for the management of the university's custodial services. In conjunction with the Director, works to ensure services are delivered in an efficient and timely manner with a focus on cost control, increased customer satisfaction, and safety. Primary responsibilities include the coordination and supervision of staff involved in campus custodial services and custodial snow removal activities, events support and the supervision of contracted services. Responsible for the day-to-day supervision, prioritizing, scheduling and review work of staff, delivery of services within the custodial group and the refuse and recycling management areas. Prepares annual performance evaluations, manages the equalization of overtime, and maintains personnel documentation. Assists with establishing and enforcing safety and environmental practices and procedures. Prepares and monitors departmental purchase requisitions, as well as product usage and cost efficiencies. Develops long range strategic planning, purchasing plans for equipment, and the management of equipment service contracts. Reviews the electronic work order system, manages work order flow and tracks delivery of service. Conducts on-going customer satisfaction surveys. Responsible for assessing the base workload of the functional areas and for documenting minimum staffing levels to successfully deliver services. Responsible for developing creative staffing solutions to deliver comparable service levels during peak workload times, as well as contributing to the departmental website and maintaining content for the Building Services Group; development of forms and procedures, and management of records for audit readiness.

Qualifications: Bachelor's degree in a related field is preferred. Ability to be available after normal work hours, weekends and holidays in order to respond to emergencies and support large events is required. Valid driver's license is required. Three (3) years of progressive supervisory experience with Custodial management in large-scale service industries. Must possess a comprehensive knowledge of custodial maintenance practices and procedures, procurement of equipment and supplies, scheduling and delegating, staff evaluation and union work environment. Professional certifications such as Property Maintenance and Management is preferred. Excellent technical skills using a broad array of computer systems and programs is required. Excellent written and verbal communication skills and the ability to adjust and adapt to a fast-paced work environment is required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: Salary range is \$52,489 – \$ 86,675 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1)

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment. In subject line of email reference: Your Last Name – Assistant Director Custodial Services. Application materials must be emailed to: hrpositions@wcsu.edu.

Application Deadline: **Tuesday, May 15, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:

http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

Western is an Affirmative Action Equal Opportunity Educator/Employer

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Assistant Director of Media Services – Digital Media
Information Technology & Innovation

Western Connecticut State University is pleased to announce that applications are being accepted for the position of Assistant Director of Media Services – Digital Media.

Position Summary: The Assistant Director's primary responsibility will be producing high quality, engaging video and digital media for promotional and instructional purposes for the university. The successful candidate will work with university staff, faculty and students in developing a strategy to produce video and digital media that align with the goals of the university and will conduct the cinematography, lighting, audio, editing and graphics to meet those goals. Additional duties include scheduling and providing media support for events held at the university; supervising the equipment distribution process; managing the Video Editing Lab; providing faculty and staff the necessary training in the use and application of media technology; researching and purchasing media equipment and materials; developing the content for and distribution of digital signage as well as supervision of part-time Media Services staff.

Qualifications: Bachelor's degree in Communication, Media Production, Digital Media or Film is required. Three (3) years of experience in producing digital media/video is required. Experience in a higher education Media Center, IT or Marketing/Communication area is preferred as is experience working with media technology (e.g., classroom technology). Must possess creative and technical proficiency in all aspects of digital media/video production (scripting, cinematography, lighting, audio, editing), have excellent communication skills; ability to communicate technical concepts to technical and non-technical people. Evening and weekend work will be required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$52,489 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references, a resume and a 3-4 minute video demonstrating creative and technical proficiency in video/digital media production. The video must demonstrate expertise in cinematography, lighting, sound and editing. The video must be submitted along with application materials in an MP4 format. Email your application materials to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Media Services

Application Deadline: Application materials should be submitted to hpositions@wcsu.edu and must be received by Friday, March 23, 2018. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://www.wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Library Services
Assistant Librarian - Student Success
Tenure Track
Academic Year 2018 - 2019

Western Connecticut State University is pleased to announce that applications are being accepted for a tenure track, 12-month Student Success Assistant Librarian.

We are looking for a person with a positive, can-do attitude, who has knowledge and skills to lead the library in its collaborative role supporting and developing students with diverse backgrounds. This position will engage collaboratively, in and outside the library, with other entities such as the First Year Experience program, the Writing Center, and the Tutoring Resource Center. The successful candidate will play a critical role in expanding the library presence through the design, implementation, and assessment of instruction and academic-engagement programs to assist first-year and other lower-division undergraduate students as they learn the tools of scholarship while adjusting to college life.

Western Connecticut State Library is a dynamic learning center that fosters the discovery, creation, and reinterpretation of knowledge. The faculty and staff are committed to enhancing learning and teaching by connecting researchers with information resources designed to meet the curricular, intellectual, and professional needs of the university community. Additional information about the library may be found at <http://library.wcsu.edu>

Position Summary: The Student Success Librarian collaborates with appropriate campus entities to develop and assist with outreach events that increase student engagement with the library and first year programs. Develop and teach one credit peer-mentor course in collaboration with appropriate university offices and departments. Design, deliver, and assess library instruction for first year, general education, and other programs to support learning and engagement in the University. Collaborate with library faculty colleagues to develop educational services that integrate information literacy and research skills into undergraduate programs. Provide research assistance in person and online, including some evening and weekend hours. Investigate, recommend, develop and coordinate scalable library programs related to student engagement, academic engagement, and orientation for undergraduate students, with an emphasis on information literacy skill-building of early-stage undergraduates and transfer students. Shape new directions for initiatives that support student learning and provide library services where students expect to find them. Serve as liaison librarian for assigned departments by performing research consultations, instruction, collection development, creating LibGuides, and other general liaison tasks. Participate in library faculty governance.

Qualifications: Required qualifications include an ALA accredited graduate degree; demonstrated knowledge of current and emerging trends in library technologies; ability to work collaboratively as well as independently; excellent written and oral communication, interpersonal communication and public presentation skills; flexibility, adaptability, and the ability to work successfully in a complex, dynamic environment with competing demands are required. Preferred qualifications include knowledge of learning management systems and distance education; understanding of pedagogical methods and learning outcomes assessment to support instruction; demonstrated supervisory experience; a strong commitment to service excellence and demonstrated passion for teaching and supporting undergraduate student learning. The University is particularly interested in applicants who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to higher education for first generation and under-represented groups.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$59,668 – \$80,030 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; a current curriculum vita; and the names and contact information for at least three (3) professional references to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #700-550. All materials should be submitted as PDF files. Applications must be received by **Friday, August 31, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:

[http://wcsu.edu/hr/employment/AA Data Questionnaire FillableForm.pdf](http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf)

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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Fiscal Affairs
Assistant to the Director

Western Connecticut State University is pleased to announce that applications are being accepted for the position of Assistant to the Director of Fiscal Affairs.

Position Description: Responsible for assisting the Associate Controller with a wide-variety of accounting and financial responsibilities. Performs analysis, reconciliation, and corrections of various financial accounts, cashiering activity, bank accounts, state sales tax, accounts payable, travel vouchers, payroll, and inventory systems; Creates and maintains various financial spreadsheet reports. Assists in the management of grant contracts, including filing timely reports with the appropriate agency and tracking indirect costs; documentation of office policies and procedures; and fiscal year-end financial closing and related statement preparation. Acts as general resource person for finance inquiries.

Qualifications: Bachelor's degree in accounting, finance, business administration or a related field is required. Two (2) years' experience in accounting required. Knowledge of the spreadsheet applications, preferably Microsoft Excel and other components of the Microsoft Office Suite is required.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The minimum starting salary is \$43,360 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Fiscal Affairs

Application Deadline: Application materials should be submitted to hrpositions@wcsu.edu and must be received by **Monday, March 12, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
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Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Assistant to the Director/Resident Director
Multiple Positions Available
Housing & Residence Life

Western Connecticut State University is pleased to announce applications are being accepted for Resident Directors in our Housing & Residence Life department.

The Office of Housing & Residence Life promotes an atmosphere that is conducive to establishing academic, social, and personal growth of the resident student population, using WCSU's CULTURE™ (*Creating Undergraduate Learning Through Unique Residential Experiences*) and iMatter models. CULTURE/iMatter builds relationships, supports academics, and develops community via programming, mentoring, and academic initiatives. These are full time, live-in positions that will start on August 1, 2019.

The Resident Director (RD) serves as a resource person within the residence halls who counsels students, promotes hall programming, and maintains a hall environment conducive to learning and individual growth. Makes referrals, advises residence hall groups, monitors facilities' needs and occupancy, and recruits, trains, supervises and evaluates resident assistants, academic resource mentors and information desk personnel and the student administrative assistant. Works cooperatively with the office of Judicial Affairs on student conduct matters, as well as with the WestConnect office on issues of access control. Additional information is available at www.wcsu.edu/housing

Qualifications: Bachelor's degree is required. Master's degree is preferred. A minimum of one (1) year of post-baccalaureate, full-time residence life or student affairs experience is strongly preferred. Must have a valid driver's license and a vehicle available for job-related duties and meetings. Experience in residential administration, community development, supervision, or any other relevant knowledge which would equip the applicant to relate to resident college students and staff efficiently is required. Proficiency in MS Office Suite, successful experience with an automated housing database management system (i.e., RMS, Adirondack, Banner, etc.) are preferred, as is general awareness of access control software and hardware. The successful candidate will have proficiencies in interpersonal relationships; possess excellent verbal and written communication skills; demonstrate the ability to manage multiple responsibilities, supervise staff, and exercise appropriate judgment and decision-making. WCSU is a dynamic, diverse workplace and the ability to work with students, faculty and staff from various backgrounds and cultures is highly valued.

Salary & Benefits: The minimum starting salary is \$43,360 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

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Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Resident Director. Application materials should be submitted to hrpositions@wcsu.edu. Applications must be submitted by **Friday, February 1, 2019**. Late applications will not be accepted.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

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Position Announcement

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Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Assistant to the Director/Resident Director
Multiple Positions Available
Housing & Residence Life

Western Connecticut State University is pleased to announce applications are being accepted for Resident Directors in our Housing & Residence Life department.

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The Resident Director (RD) serves as a resource person within the residence halls who counsels students, promotes hall programming, and maintains a hall environment conducive to learning and individual growth. Makes referrals, advises residence hall groups, monitors facilities' needs and occupancy, and recruits, trains, supervises and evaluates resident assistants, academic resource mentors and information desk personnel and the student administrative assistant. Works cooperatively with the office of Judicial Affairs on student conduct matters, as well as with the WestConnect office on issues of access control. Additional information is available at www.wcsu.edu/housing

Qualifications: Bachelor's degree is required. Master's degree is preferred. A minimum of one (1) year of post-baccalaureate, full-time residence life or student affairs experience is strongly preferred. Must have a valid driver's license and a vehicle available for job-related duties and meetings. Experience in residential administration, community development, supervision, or any other relevant knowledge which would equip the applicant to relate to resident college students and staff efficiently is required. Proficiency in MS Office Suite, successful experience with an automated housing database management system (i.e., RMS, Adirondack, Banner, etc.) are preferred, as is general awareness of access control software and hardware. The successful candidate will have proficiencies in interpersonal relationships; possess excellent verbal and written communication skills; demonstrate the ability to manage multiple responsibilities, supervise staff, and exercise appropriate judgment and decision-making. WCSU is a dynamic, diverse workplace and the ability to work with students, faculty and staff from various backgrounds and cultures is highly valued.

Salary & Benefits: The minimum starting salary is \$43,360 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Resident Director. Application materials should be submitted to hpositions@wcsu.edu. Application review will begin immediately and will remain open until filled.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:

http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

Western is an Affirmative Action Equal Opportunity Educator/Employer



Western Connecticut State University
CSU-SUOAF Promotional Opportunity

Associate Director of the Advisement Center
Administrator IV
Academic Advisement

The projected starting date for this position is at the mutual agreement of the University and the successful candidate.

Application Process: Prospective candidates must apply electronically by submitting a cover letter, which includes the contact information for three (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment. In subject line of email reference the following: Your Last Name – Associate Director Advisement. Email applications to: . As Western is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Deadline: Applications must be received by **Monday, October 22, 2018**.

Position Description Summary: Assists with the operations of the Advisement Center, provides precursory and integrated educational and career information to the student populations served by this office. Administers and interprets a variety of assessment instruments, conducts research on advisement techniques, and leads workshops, in addition to supervising staff and center activities.

Job Duties Statements:

1	Provides information to students about educational programs. Advises students on program and course options.
2	Provides preliminary information related to educational programs, assists student in establishing an integrated education plan.
3	Makes referrals to appropriate academic departments and other campus resources.
4	Oversees daily operation of the Westside Campus Academic Advisement Center, including maintaining office hours, ordering supplies, and managing budget.
4	Administers and reviews assessment instruments with students as appropriate.
5	Coordinates advisement activities with the Midtown Campus Advisement Center.
5	Designs and facilitates workshops on a range of topics involving academic planning for students and faculty.
6	Conducts regular staff meetings.

Western Connecticut State University
SUOAF Promotional Opportunity
Associate Director of the Advisement Center
Administrator IV
Academic Advisement

Page 2 of 2

7	Conducts research on "best practices" in academic advisement.
8	Conducts outreach activities to student groups, parents, and faculty as assigned in order to provide integrated information on academic and career choices.
9	Assist with implementation and maintenance of program(s) to identify and assist at-risk students.
10	May assume responsibilities for a particular student population such as part-time students, transfer students, etc., or special program areas, as assigned.
11	Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Job Requirements:

- Education** – List the minimum educational requirements that are necessary to perform.
 - Bachelor's Degree. A Master's degree is preferred.

- Work Experience** – List the minimum work experience necessary to perform the tasks of the position. Specify the type of work experience necessary and the number of years required.
 - Four years of experience in academic advising, career planning, educational planning, or employment placement in a college setting is required.

- Knowledge, Skills, Abilities and Other Traits (KSAOs)** – List any minimum requirements for the positions, such as aptitudes, personality traits, licenses, etc.
 - N/A

These requirements may be waived for individuals with alternate experience.

FLSA Status: Exempt
WCSU/SUOAF: 03/13/2014

Re-posted 10/9
700554

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
School of Professional Studies
Department of Nursing
Coordinator of Simulation & Clinical Learning

Western Connecticut State University is pleased to announce applications are being accepted for the position of Nursing Simulation Coordinator. The Coordinator designs, implements and evaluates evidence-based simulation experiences for nursing students at the undergraduate and graduate level.

Position Summary: The incumbent will manage the day to day activities of the Simulation Center. Schedules activities, room assignments, coordinates, as well as designs, implements and evaluates simulation-based learning activities utilizing recognized standards and evidence for students. Creates and maintains an atmosphere of mutual respect and professionalism, and ensures student and faculty confidentiality within the Simulation Center. Tracks student and faculty evaluation data in coordination with program coordinators and the program. Utilizes data to support quality improvement within the Simulation Center. In collaboration with the Nursing chairperson and department faculty, creates a plan for expanding simulation-based learning experiences for nursing students and other members of the School. Assists faculty to integrate simulation-based activities into their courses and into the curriculum. Supports student and faculty simulation research projects and utilizes current research findings in simulation to promote best practices in simulation design and operations. Attends simulation-based conferences, webinars and seminars, and seeks membership in simulation organizations. Develops instructional materials for students, laboratory assistants and faculty. Orients faculty and instructors to simulation procedures, operation and use of equipment and technology and manages the day to day operations of the Simulation Center. Maintains simulation inventory and provides for equipment updates, maintenance, repair and replacement and continuously updates simulation-based educational experiences to reflect current standards, and best practices. In coordination with IT, troubleshoots technology issues. Serves as a liaison to external vendors. May supervise student workers or other part time staff as needed.

Qualifications: Master's degree in Nursing is required. Four (4) years of practice in a relevant clinical practice, which includes two (2) years of experience with simulation education for nursing students; current Connecticut state license as a registered nurse and Healthcare Simulation Educator (CHSE) or NIN Certification for Nurse Educators (CNE); evidence of coursework or education in simulation pedagogy, operations, technology and nursing education is preferred, as is experience with inter-professional simulation, and recognized leadership in simulation leadership at the state or national level.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary Range and Benefits: \$61,617 – \$98,355 and is commensurate upon candidates' experience. Please note, this is a 35 hour per week position. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/

Application Process: Prospective candidates must apply via email by submitting a cover letter, which includes the contact information for (3) current professional references and a resume, as one (1) complete file (PDF or

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Word format only) and not via multiple attachments to: Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Sim Coordinator. Submit your one attachment to: hrpositions@wcsu.edu. Review of applications will begin immediately and continue until the position is filled.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:
http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.



Western Connecticut State University
CSU-SUOAF Promotional Opportunity

Coordinator of Veterans Affairs
Administrator IV
Enrollment Services

The projected starting date for this position is at the mutual agreement of the University and the successful candidate.

Application Process: Prospective candidates must apply electronically by submitting a cover letter, which includes the contact information for three (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment. In subject line of email reference the following: Your Last Name – Veterans Affairs. Email applications to: peggy.boyle@wcsc.edu. As Western is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Deadline: Applications must be received by Thursday, January 17, 2019.

Position Description Summary: The Coordinator of Veterans Affairs reports to the Associate Vice President for Enrollment Services and manages and monitors the University’s veteran student services; certifies students for US Department of Veterans Affairs (DVA) educational benefits; provides academic program advising for veterans; and assures compliance with federal, state and college directives in relation to veteran/dependent educational benefits.

Job Duties Statements:

1.	Provides support for all student veterans, reservists, and national guard members to ensure a smooth transition to student life by assisting with issues such as financial aid, academic preparedness, health and wellness, socialization issues, and administrative requirements.
2.	Promotes student success by recognizing and responding to the unique needs of students who are veterans or active duty reservists, assisting them in learning rules, regulations, norms and expectations of campus life.
3.	Oversees the Veterans Lounge/Resource Center; serves on committees involving veterans’ issues.
4.	Collaborates with other campus offices in communicating with students about the CT State Vets Tuition Waiver Program, the Montgomery G.I. Bill; the Yellow Ribbon Program; the National Guard Tuition Waiver, and other financial aid programs.
5.	Determines eligibility for the State Tuition Waiver and maintains tuition waiver database for eligible Veterans and National Guard members.
6.	Serves as VA certifying official to maintain student veteran records, defer student accounts, billing for the VA for tuition and fees, and track and report changes in majors and registration.

Western Connecticut State University
SUOAF Promotional Opportunity
Coordinator of Veterans Affairs
Administrator IV
Enrollment Services

Page 2 of 2

7.	Provides guidance and assists with the preparation of required forms for VA Educational Benefits for veterans and their eligible dependents; verifies standards of progress for students receiving VA Educational Benefits.
8.	Makes appropriate referrals to other student and academic services including, but not limited to, Counseling and Health Services, Advising, AccessAbility Services, and/or Financial Aid.
9.	Develops peer support program through collaboration with other campus services.
10.	Serves as liaison to and maintains relationships with Veterans Administration and other federal and state agencies affecting veterans, reservists, and National Guard members.
11.	Performs outreach and recruitment activities to veterans and reservists.
12.	Develops and maintains operating budget for veterans' services.
13.	Ensures that all information provided to veterans, reservists, and National Guard members is up to date and accurate; maintains Veterans Affairs web page and web-based informational materials for all returning veterans and continuing student veterans.
14.	Analyzes data and prepares reports as needed.
15.	Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Job Requirements:

- Education** – List the minimum educational requirements that are necessary to perform.
 - Bachelor's Degree

- Work Experience** – List the minimum work experience necessary to perform the tasks of the position. Specify the type of work experience necessary and the number of years required.
 - Four (4) years of administrative experience in Student Affairs or related area
 - Veteran preferred
 - Experience working with faculty/staff/students from post-secondary institutions
 - Experience interpreting federal regulations

- Knowledge, Skills, Abilities and Other Traits (KSAOs)** – List any minimum requirements for the positions, such as aptitudes, personality traits, licenses, etc.
 - Strong written and oral communication skills
 - Excellent communication skills

These requirements may be waived for individuals with alternate experience.

FLSA Status: Exempt

APPROVED: WCSU/SUOAF: 12/2018

700522

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Institutional Advancement
Major Gifts Officer

Western Connecticut State University is pleased to announce that applications are being accepted for a Major Gifts Officer.

If you love fundraising and making a difference, then this is the position for you. Western Connecticut State University's (WCSU) Major Gifts Officer will be responsible for the development of significant outreach and acquisition strategies and successfully utilize them to cultivate donors and obtain major gifts. The Major Gifts Officer will become part of a dedicated team which is focused on developing and executing fundraising plans that continue to grow our community of donors and increase support for the university.

WCSU is an affordable, mid-sized public university that continues to be a stand-out among Connecticut universities, especially given its Fairfield County location and proximity to New York City. WCSU features an excellent faculty and facilities, a diverse community, small classes and a broad array of rigorous academic programs. WCSU's enrollment includes more than 5,000 full and part-time undergraduate and graduate students who benefit from its student-centered environment. WCSU changes lives by providing all students with a high quality education that fosters their growth as individuals, scholars, professionals, and leaders in a global society.

Responsibilities:

- Build WCSU's major gifts program by identifying, cultivating and soliciting major gifts, including but not limited to specific initiatives, unrestricted funds, and growth of the endowment.
- Develop measurable goals and implement new strategies that will secure major gift donations and pledges.
- Identify potential major gift donors and build the WCSU donor pipeline using prospect research.
- Conceptualize and create fund raising proposals for presentation to individuals, corporations and foundations.
- Manages all logistical details and arrangements for personal meetings and/or academic or other WCSU program visits with major gift donors and prospects.
- Ensures and monitors accurate and timely recording, reconciliation and acknowledgement of major gifts and pledges.
- Prepares regular status reports and ongoing updates on progress versus objectives
- Monitors and evaluates the status and effectiveness of major gift supported programs/projects and prepares necessary reporting for donor stewardship.
- Develops and maintains a thorough working knowledge of all aspects of WCSU to ensure effective and accurate communication with current and potential donors.
- Assists with and participates in WCSU Foundation, Institutional Advancement and University events.

Qualifications: Bachelor's degree in appropriate field; five (5) years of development experience, with at least three (3) years of major gifts fundraising experience; thorough understanding of all approaches and techniques used in the development process, including prospect identification and research, relationship building, solicitation and stewardship; proven track record of closing major gifts; excellent verbal and written communication skills, and must be technologically proficient.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Salary & Benefits: The salary range is \$70,745 – \$110,037 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – Major Gifts Officer

Application Deadline: Application materials should be submitted to hrpositions@wcsu.edu and must be received by **Monday, July 16, 2018**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link: [http://wcsu.edu/hr/employment/AA Data Questionnaire fillableform.pdf](http://wcsu.edu/hr/employment/AA_Data_Questionnairefillableform.pdf).

Western is an Affirmative Action Equal Opportunity Educator/Employer

700 558

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Environmental & Facilities Services
Electrician

Western Connecticut State University's Department of Environmental & Facilities Services – Maintenance Trades & Capital Projects is seeking a licensed electrician. The incumbent will be responsible for the full range of electrical duties including operating aerial equipment on the Midtown and Westside Campuses.

Qualifications: Eligible candidates in this class must possess a current E2 Electrician's License and retain a valid Motor Vehicle Operator's license, as well as four (4) years' experience in the electrical trade - commercial/industrial electrical is preferred. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in the electrical trade area may be substituted for two (2) years of the required experience. May be exposed to extreme weather. Preference will be given to those applicants who can demonstrate in their application: 1) Commercial/Industrial electrical experience; 2) Experience troubleshooting and repairing complex electrical systems; 3) Experience installing and servicing primary distribution systems; 4) Experience laying out new installations and sourcing necessary materials; 5) Experience troubleshooting and repairing low voltage management systems; 6) Experience updating projects and work orders through electronic systems; 7) Experience working independently; 8) Excellent written communication skills. Medical exam, drug screen, and criminal background check will be required prior to offer of employment. WCSU is a dynamic, diverse workplace and the ability to work with students, faculty and staff from various backgrounds and cultures is highly valued.

Work Schedule, Work hours are 37.5 hours per week and will be Monday - Friday 8:00 a.m. - 4:00 p.m. Must be available for emergencies and scheduled overtime.

Salary & Benefits: The starting salary is \$50,326 (\$25.71 per hour). WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Applicants must apply via the State of Connecticut Employment Opportunities website at: JobAps <https://www.jobapscloud.com/CT/>. Job Posting may be viewed by following the link on WCSU's Employment Opportunities webpage: <http://wcsu.edu/hr/employment/current-opportunities/>

Application Deadline: Friday, November 2, 2018. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link: <http://wcsu.edu/hr/employment/AA Data Questionnaire FillableForm.pdf>.

Position Announcement

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Environmental & Facilities Services
Qualified Craft Worker – HVACR

Western Connecticut State University is seeking applicants for Qualified Craft Worker - HVACR. Duties include performing highly skilled tasks on heating systems, boilers, ventilating and refrigeration; operating, maintaining, installing, and repairing boilers, air conditioning and refrigeration equipment and systems; controlling and measuring air flow, room air changes and room pressurizing; monitoring computerized control systems; and more.

Work Schedule is Monday - Friday, 6:30 a.m. – 3:00 p.m.* *Three (3) shifts in winter. Must be available for all shifts, including weekends. Incumbents in this class will be required to be fit-tested for and to wear a respirator.

Qualifications: Applicants must possess four (4) years in HVACR Trades, with two (2) of these years performing HVACR duties. Preference will be given to applicants who can demonstrate in their application: 1. HVAC experience in an industrial, commercial, or institutional environment; 2. Knowledge of standard trade practices; 3. Implementing and practicing safety procedures; 4. Excellent interpersonal and written communication skills; 5. Trade license and experience working with steam; 6. Respirator experience

Salary: \$25.71 per hour plus excellent benefit package, including medical, dental, retirement, and more. Additional information on benefits can be found on: <http://www.wcsu.edu/hr/benefits/> Western is a dynamic, diverse workplace and the ability to work with students, faculty and staff from various backgrounds and cultures is highly valued.

Application Process: Must apply no later than **Tuesday, September 18, 2018**. Applicants must follow the application instructions on the following website: <https://www.jobapscloud.com/ct/> Link to Job Posting: <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180831&R2=6823FM&R3=001>

Position Announcement

700532

Western Connecticut State University
Danbury, Connecticut 06810
www.wcsu.edu

Western Connecticut State University
Environmental and Facilities Services
Custodian

Western Connecticut State University is currently accepting applications for a second (2nd) shift Custodian positions. Mandatory overtime will be required during snow storms and other emergency situations. Duties include cleaning classrooms, bathrooms, and common areas by dusting, mopping, sweeping, stripping/waxing floors, and trash and snow removal in addition to other related duties.

Minimum Qualifications: Valid driver's license is required. Prior experience with commercial/institutional cleaning processes, equipment, and materials is preferred, as is prior janitorial experience in facilities with multiple buildings. The ability to follow written and oral directions is required, as is the ability to operate, care for, and perform minor maintenance on tools and equipment used in daily work. Must also have adequate physical agility, strength, and stamina to perform the job duties. Must satisfactorily pass a pre-employment drug screen, physical/medical exam as well as a thorough criminal background check.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Starting Salary: \$16.03 per hour plus benefits including health and dental insurance, retirement plan, 12 paid vacation days, 12 paid holidays, 3 paid personal days, and paid sick leave. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.

Application Process: Applicants must apply for the position through the State of Connecticut Employment Opportunities website: <https://www.jobapscloud.com/CT/>. Applicants will be required to set up a **JobAps User Account** and complete a **Master Application**. You then will need to submit your completed Master Application to the position you wish to apply for. The Custodian position details may be found at: <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180319&R2=0429TC&R3=001>.

If you need assistance, please stop in to WCSU's Human Resources Office at 181 White Street, Danbury, CT. Applications will not be accepted if sent to Western Connecticut State University.

Application Deadline: Application materials must be submitted by **Monday, April 2, 2018**. Late application will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire and to please return the completed form to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity. The Affirmative Action Data Questionnaire, can be found on the following link:

http://wcsu.edu/hr/employment/AA_Data_Questionnaire_FillableForm.pdf.

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CONNECTICUT STATE UNIVERSITY

CLASS SPECIFICATION

CLASS: VICE PRESIDENT FOR
UNIVERSITY AFFAIRS

DATE: November, 1995

TITLES:

SALARY GROUP: 46

Vice President, University Affairs, CCSU
Vice President for Institutional Advancement, ECSU
Vice President for Development and Public Affairs, WCSU

CLASS PURPOSE:

Manage the university's development, community and public relations, alumni relations, governmental relations and institutional advancement functions to contribute to the long term financial success of the university and to its favorable image in the public.

DISTINGUISHING CHARACTERISTICS:

Positions of the class are located at university campuses. Each serves as the chief officer at the respective campuses for voluntary fund raising and for promoting the university to its various publics. Although these are the principal functional areas, each position has duties somewhat unique to its own university. For example, at Western Connecticut State University, the incumbent oversees the University's weather center. At Central Connecticut State University, the position manages community economic development programs for business and industry.

Combined personal services and operating budgets for each campus range from \$500,000 to \$1 million and foundation funds managed range from \$2 million to more than \$6 million. Annual private gifts and grants vary widely from year to year.

SUPERVISION:

Positions of the class report to a university president. Each position directs of staff of from eight to twelve professional and support people. Staff include people in such classes as Director of Alumni Affairs, Director of Public Affairs, Director of Publications, Director of Development, Director of University Relations, Director of Community Development and support staff such as Administrative Assistant. (Working titles of staff members vary slightly from campus to campus.)

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Direct the university's development effort including such actions as performing and overseeing the identification of potential private donors, managing programs to cultivate and foster their donations and their work on behalf of the university, managing community programs and events to enlist the support of influential leaders and soliciting gifts from potential donors.

2. May direct the university's public affairs and promotional programs to enhance the attractiveness and positive public image of the university. This may involve such actions as managing programs to attract influential leaders to the campus, creating and hosting events to communicate the university's advantages and managing continuing publications and communications to the public to promote the university.
3. Direct the university's alumni affairs including such actions as overseeing reunion programs, alumni giving campaigns, special events and continuing alumni communication.
4. May direct the university's publications and printing production services. These publications may include a wide variety of pieces to inform the public about the university and to promote the university to its varied audiences as well as course catalogs and other specialized publications. The position also performs and directs the university's media relations including the preparation and presentation of press releases and news stories.
5. Direct and perform the management of funds, property and other assets from gifts, assuring appropriate use and accountability for them. This includes reporting and accounting to such groups as Foundation Boards with whom the incumbent shares accountability for effective management of the assets.
6. Assure the effectiveness of subordinate staff performance by selecting, training, developing and guiding those staff members and by providing sound leadership that supports the mission of the university.

QUALIFICATIONS:

Demonstrated ability to manage a multi-function organization in fund raising, public relations, promotion and print production. Demonstrated ability to manage effectively professional, managerial and support staff and to apply sound principles of human resource management. Demonstrated ability to manage funds, property and other assets with integrity and accountability.

These skills and abilities would be acquired through a combination of experience and training which includes advanced university education in business, public relations or public administration together with managerial experience in fund raising, public affairs and association management for a total of not less than ten years.

Connecticut's
Official

State Website



Connecticut State Department of Administrative Services

Job Openings >

My Applications >

New User
Registration >

Job Classes >

Interest Cards >

Closed Jobs >

Police Sergeant

Recruitment #180724-9024PS-001

Location Danbury, CT

Date
Opened 7/25/2018 12:00:00 AM

Salary \$60,656-\$81,178/year

Job Type Open to the Public

Close Date 8/7/2018 11:59:00 PM

INTRODUCTION

This position is for Western Connecticut State University located on the Midtown Campus at 181 White Street, Danbury, CT. Applicants must be available for all shifts. The incumbent will be responsible for the full range of Police Sergeant duties. Will receive general direction from a Police Lieutenant or other employee of higher grade. Will supervise Police Officers and support staff as assigned.

standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise training of departmental personnel; may serve as dispatcher; performs related duties as required.

Duties of the Police Sergeant at Western Connecticut State University will include, but not will not be limited to: Responding to emergencies and requests for assistance; conducting criminal investigations; applying for arrest and search warrants; enforcing motor vehicle and criminal statutes; effecting criminal arrests; issuing parking tickets; motor vehicle infractions and summonses; completing arrest paperwork; transporting prisoners to lockup; testifying in court; mentoring students, speaking with public groups and organizations; performing dispatching duties; monitoring video and perimeter alarm systems; performing property checks and all associated duties; providing public direction at events and in the course of daily patrol; traffic control; providing escorts for currency deposits; periodic patrols in police cruiser, police issued mountain bike and on foot.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws,

any person for any offense committed within his precinct".

(Connecticut General Statutes 29-18 and/or 10a-142)

3. Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
4. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
5. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
6. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
7. Incumbents in this class must be eligible and qualified to bear arms.
8. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class.
2. Applicants may be required to pass a physical examination.

WORKING CONDITIONS

[Policies](#) [Accessibility](#) [About CT](#) [Contact & Help](#) [Social Media](#)
For State Employees

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Section N

Element No. 14

CAREER MOBILITY

Sec. 46a-68-91

Career Mobility

Under Section 46a-68-91(a) of the Affirmative Action Regulations of Connecticut State Agencies, the University makes every effort to provide a centered-career (upward) mobility program, as required by section 46a-68 of the Connecticut General Statutes, for occupational groups, which includes, but is not limited to, secretarial, clerical, supervisory clerical, semi-skilled, crafts and trades, supervisory crafts and trades, custodial, supervisory custodial and laborers. The University makes provision for career counseling for such occupational groups.

The senior leadership of Western Connecticut State University (“WCSU” or “University”) is aware that essential aspects of sound management practice and the realization of affirmative action goals include the greater use of employees’ skills and abilities and the development of employees for higher-level work. The University’s Career Mobility Program consists on the following services and resources available to University employees:

- (1) Education and training opportunities are an integral part of the University’s mission. Free or reduced tuition costs for employees are available for those who wish to pursue undergraduate, graduate, or professional degrees. Additionally, many other types of training are available to employees at no cost whatsoever. These opportunities include: State of Connecticut in-service training, university-sponsored trainings, conferences, meetings, webinars and workshops. Many of these professional development opportunities prepare employees to take on supervisory roles. Others provide development opportunities to new employees, such as basic and advanced technology skills;
- (2) Pursuant to their respective collective bargaining agreements, employees (and their dependents, if applicable) are eligible for tuition reimbursement for college courses taken;
- (3) Flex-time options when the employee’s academic schedule occurs (or conflicts) with the employee’s work hours;
- (4) Consultation with supervisors for employees interested in promotion or reclassification. This is a voluntary process open to all University employees, however, the focus is primarily on entry-level technical paraprofessional, clerical, protective services, and maintenance employees;
- (5) Tuition Waivers: Unclassified and Administrative Clerical employees (and their dependents) are eligible for tuition waivers pursuant to their collective bargaining agreements or the management/confidential employee policies.
- (6) Other components of the University’s Career mobility program include: opportunities for career development and preparation for higher level work; opportunities for advancement both within and across occupational lines; and education by which classified employees may gain entry to higher level career ladders.

Career development plans for University employees who have an interest and motivation for advancement are important Career mobility tools. Career development plans are: (1) tailored to the needs, individual capabilities, and motivation of employees so that they will have the opportunity to reach their highest level of performance; and (2) related to the present and future needs of the agency.

Counseling and guidance is also available to employees in order to encourage and assist them in planning and achieving training, education, and career goals. The University encourages employees to meet with the Human Resources Department staff to discuss career development.

Career counseling sessions are available to any employee seeking to select a career path, make decisions on educational directions and be advised on promotional examinations given by the Department of Administrative Services. However, the Department of Administrative Services have been eliminating promotional examinations with the use of JobAps (see Paragraph 2 – Job Qualifications under Section J, Element No. 10: Identification of Problem Areas) to foster career mobility for promotional opportunities with advanced clerical, technical/paraprofessional, protective services, skilled trades and service maintenance positions. These sessions are available upon request from either the Human Resources Department and the Office of Diversity and Equity. Training opportunities are an integral part of the University’s career mobility program. These training opportunities are designed for employees to attain new skills and abilities and to prepare themselves for advancement both within and across occupational category lines. Types of training activities available include:

- State of Connecticut In-service training: The schedule is available to all staff and money has been budgeted to help facilitate attendance at appropriate programs.
- University Sponsored training: A variety of computer and technology in-service training programs are continuously offered at no cost to permit staff to upgrade their skills.
- Conferences and workshops: University employees are provided with the opportunity to attend educational events occurring during normal working hours, usually requiring a travel authorization and normally lasting five days or less. Funds may be available under a union contract.
- Educational leave: University employees can take time off with or without salary during normal working hours to attend courses and/or educational events usually lasting more than five days.

(b) As stated in Section 46a-68-87, under training and counseling, the University has identified no aspect of the employment process, which impedes or prevents the full participation of all individuals, including those with disabilities. To that end, the University has an effective program of accommodation and entry level training for all employees, including persons with disabilities. All University trainings are provided equally for abled and disabled persons. There are no trainings, which the University provides that are not open to persons with disabilities.

During the reporting period, the following career counseling sessions as well as referral for identified training(s) were documented:

University’s Career Mobility Program Employee Records from April 1, 2018 to March 31, 2019								
Occupational Category	No. of Participants	Gender		Ethnicity				
				White	Black	Hispanic	Asian	Other
Management/Confidential	0	Male	0					
		Female	0					
Faculty	5	Male	1	1 WM	2 BF	1 HF		
		Female	4	1 WF				
Professional/Non-Faculty	3	Male	2	1 WF		1 HF		
		Female	1			1 HM		
Secretarial/Clerical	4	Male	0	3 WF	1 BF			
		Female	4					

University's Career Mobility Program Employee Records from April 1, 2018 to March 31, 2019								
Occupational Category	No. of Participants	Gender		Ethnicity				
				White	Black	Hispanic	Asian	Other
Service Maintenance	5	Male	4	2 WM		1 HM		1 OM
		Female	1	1 WF				
Protective Services	1	Male	1	1 WM				
		Female	0					

With that in mind, the University's Office Diversity and Equity, in conjunction with the Human Resources Department will continue providing the above-mentioned resources and services for the University's career mobility program. Also, the University's Office of Diversity and Equity and the Human Resources Office will maintain electronic job boards, on the Human Resources webpage as well as with the Higher Education Recruitment Consortium ("HERC"), where notices for current vacancies are posted, including postings from WCSU and other Connecticut State Colleges and Universities opportunities.

Section O

Element No. 15

GOOD FAITH EFFORTS

Sec. 46a-68-92

Good Faith Efforts

Under Section 46a-68-92(a) of the Affirmative Action Regulations of Connecticut State Agencies, the University has demonstrated good faith efforts when it engaged in the initiatives articulated in subsections (a) to (d), inclusive, of this section:

Western Connecticut State University (“WCSU” or “University”) has promoted equal opportunity to achieve a workplace that is free of discrimination with the following initiatives:

- 1) Communicate the University’s commitment to equal employment opportunity and affirmative action to all employees. All University employees received a notice advising them of the Affirmative Action Plan and the opportunity to review it. University employees were notified of the University’s commitment to affirmative action and equal employment opportunity. The Affirmative Action Plan is available in the following locations: (1) President’s Office; (2) Human Resources Department; (3) The Office of Diversity and Equity; (4) The Offices of the Vice Presidents; and (5) Library Administration. All search committees are required to attend a search charge meeting where AA/EEO, Diversity and Inclusion are addressed. This is referenced in the Internal Communication Section.
- 2) Ensure that employees are aware of nondiscrimination policies and procedures; post policies in visible areas. University employees receive an annual letter notifying them of the nondiscrimination policies at the University and through the Connecticut State Colleges and Universities (“CSCU”). All policies related to Affirmative Action/Equal Employment Opportunity, cultural diversity and Title IX are posted on bulletin/office announcement boards, department head offices, and common areas in the University’s Library, Human Resources Department, Office of Diversity and Equity, in the academic and student department offices for the Divisions of Academic Affairs and Student Affairs.
- 3) Ensure that departmental processes, procedures and systems are nondiscriminatory and free of bias. All University and CSCU policies and procedures are continually reviewed by the University administration and distributed annually. University employees are also provided information about mandatory Title IX/Sexual Harassment, Cultural Diversity, and other related training programs, processes, procedures and systems.
- 4) Evaluate supervisors for making good faith efforts in equal employment opportunity and affirmative action; document in performance appraisals. Supervisors and managers at the University are evaluated on diversity, affirmative action and equal employment opportunity which are included in the performance appraisals process.
- 5) The University ensure that reasonable accommodations are made for disabled employees. Reasonable accommodations are provided to assist employees to perform the essential functions of the job.
- 6) The University takes appropriate and timely action when there has been as allegation of sexual harassment. Employees are provided copies of the Discrimination Complaint (Grievance) Procedure annually and all complaints related to sexual harassment are resolved within the required ninety (90) day timeframe. The Grievance Procedure is posted on the University Website at <http://www.wcsu.edu/diversity/grievance.asp> and the Board of Regents for Higher Education also has a Grievance Procedure posted on the CSCU website at <http://www.ct.edu/files/pdfs/policy-Discrimination-Complaint-Procedure.pdf>.

- 7) The University provides training to employees to enhance their knowledge of non-discrimination. Employees are provided training on Diversity, Sexual Harassment, Title IX, ADA and Ethics training. Additional training is also provided on-line. The University CaRRT (“Campus Response and Resource Team”) also attended training-related sessions on Title IX and nondiscrimination. The University continues to provide education and training opportunities related to Affirmative Action/EEO, diversity and inclusion.
- (b) The University has developed recruitment strategies that ensure opportunities for all qualified applicants, including underutilized groups with the following:
- 1) Identify affirmative action placement goals for all job openings. Each Search Committee is provided a copy of the job announcement describing the position requirements and the affirmative action goal established for the position. They are also provided information about the University’s commitment to affirmative action and equal employment opportunity and diversifying of the workforce to match the student population. Recruitment strategies are developed for the type of position and position requirements to ensure opportunities are available to all qualified applicants. The University maintains and secures ongoing relationships and develops additional recruitment sources while cultivating recruitment programs as required by the regulations.
 - 2) Make efforts to attract a large and diverse pool of qualified applicants, particularly inclusive of groups associated with affirmative action recruitment goals. The University attracts a large and diverse pool of qualified applicants for all positions because of the efforts made to use recruitment resources that attract the most qualified to fill the position being recruited for.
 - 3) Develop a contingency strategy if the initial recruitment effort does not bring in a sufficiently diverse pool. The University seems to have diverse pools of qualified applicants for most positions. If the recruitment process failed to have enough diverse applicants, the University would extend the search and contact more diverse recruitment resources that would attract more qualified applicants from a diverse pool.
 - 4) Contacting special interest organizations, groups and individuals. Most University searches are for positions that are typical to an academic environment, but the University will reach out to special interest organizations, groups and individuals for specialized recruitment efforts or to attract a specific type of candidate with highly specialized skills and experience.
 - 5) Or other means of outreach utilized to hire goal candidates. The University continues to conduct outreach initiatives for highly specialized recruitments and uses all types of good faith outreach efforts to diverse recruitment resources to hire goal candidates.
- (c) The University has ensured a fair and nondiscriminatory selection process by:
- 1) Review the selection process to ensure that it treats each applicant and consistently. The Chief Diversity Officer and either the Chief Human Resources Officer (or a member of the Human Resources Department) will meet with members of the search committees for full time and part time positions. The hiring, interviewing and selection process is explained and questions are answered to assure the search committee members follow a fair and consistent selection process.
 - 2) Review the interview format and questions for possible bias. The Chief Diversity Officer reviews all interview questions and interview format(s) for approval before they are used in the interview process.

- 3) Ensure that reasonable accommodations are made for all applicants. The University works with all applicants when scheduling interviews to assure reasonable accommodations are provided. If any applicant requires assistance with applying for a University opportunity, the Human Resources Staff would work with the Office of Diversity and Equity to provide appropriate services, technology and assistance to apply for positions.
 - 4) When using group interview process diverse selection panels are created to provide the best approach to experience, insight, University and Department perspective. The University uses diverse selection panels for all full time and part time positions. The diversity of the search committee also highlights the commitment to hiring candidates from underutilized groups to provide role models to students of all cultures.
 - 5) Assess all applicants using the same selection criteria. The Chief Diversity Officer and the Chief Human Resources Officer will also highlight the requirement that all applicants have to be reviewed equally, fairly and consistently and all of the documentation throughout the selection process. The importance that the same questions have to be asked of all applicants is also detailed in the search charge meetings throughout the reposting period.
 - 6) The University consider all skills that qualify the applicant, including volunteer and professional experience. All search committee members consider volunteer and professional experience when evaluating the experience and training that the applicants have when they apply for positions.
 - 7) Interviewing as many applicants as possible to increase opportunity is a continuous process of the selection process. The Chief Diversity Officer and either the Chief Human Resources Officer (or a member of the Human Resources Department) will actively monitor the search and interview process. The University continuously attracts large applicant pools for all of the positions.
 - 8) The Chief Diversity Officer maintains written records of all applicants interviewed and that the information recorded relates to the individual's ability to perform the duties. In all search committee meetings, documentation is emphasized and the evaluation of applicants based on their experience and training and also the skills and knowledge of the position requirements are factors they consider in the hiring process.
 - 9) The Chief Diversity Officer and either the Chief Human Resources Officer (or a member of the Human Resources Department) participates in the education and impact/liability of common biases such as stereotyping, unsubstantiated first impressions that may influence a decision, and assessments based on different "comfort level" with people from dissimilar groups.
 - 10) The Chief Diversity Officer ensures that documenting the selection process is executed fully and retaining all records is also explained to each search committee member to assure that all documentation on all applicants is maintained through the hiring and selection process. The search committee members are also told about the Freedom of Information Act and that all applicants have the right to file a complaint with the Commission on Human Rights and Opportunities, if they feel that they were not treated fairly during the interview and the selection process.
- (d) The University has provided career development opportunities to all interested and qualified employees, with emphasis on those groups found to be underutilized in the workforce by:
- 1) The University encourages all staff to participate on University committees to enhance development. Participation in University committee's is encouraged and employees chair and participate in a large variety of committee meetings. The President also participates in a number

of University wide committees and attends many meetings throughout the reporting period. Employees represent diversity in many ways by race, culture, gender, work title and full time and part time status. Students are also encouraged to participate in University Committees.

- 2) The Human Resources Department will inform all staff of internal staff development and promotional opportunities. The Human Resources Department will distribute information about promotional opportunities that occur throughout the reporting period. The HR Department provides information about training and staff development opportunities.
 - 3) Either (or both) the Office of Diversity and Equity and/or the Human Resources Department will promote and support training and development for all employees. As an academic environment, all types of training are provided to staff, faculty and students on a weekly basis throughout the academic year by the University. The President, leadership team, supervisors and managers promote and support staff to attend training and professional development opportunities that occur throughout the reporting period.
 - 4) Either (or both) the Office of Diversity and Equity and/or the Human Resources Department will promote and provide career counseling sessions (as reported in the *Career Mobility section, under Section 46a-68-91(a) and (b)*) through the reporting period. The Chief Diversity Officer and either the Chief Human Resources Officer (or a member of the Human Resources Office) will provide career counseling sessions with employees and discuss educational, promotional opportunities and opportunities within the CSCU. Each office (and representative) assist with the a review of the employee's resumes, resume writing and interviewing tips are also provided.
- (c) Nothing in this section shall be construed to absolve the University of its obligations under sections 46a-68-78, 46a-68-79, 46a-68-80, 46a-68-81, 46a-68, 85, 46a-68-87, 46a-68-89 and 46a-68-90 and 46a-68-92 of the Regulations of Connecticut State Agencies.

Section P

Element No. 16

INNOVATIVE
PROGRAMS

Sec. 46a-68-93

Innovative Programs

Under Section 46a-68-93(a) of the Affirmative Action Regulations of Connecticut State Agencies, Western Connecticut State University (“WCSU” or “University”) has participated in the development and implementation of programs not covered elsewhere in the Affirmative Action Plan, which continues to be an important part of the road to affirmative action. Accordingly, the University has developed programs for the campus community to create opportunities, not otherwise available, to achieve the full and fair participation of all protected group members. Within this framework, the University is proud to provide information on the accomplishments in this area. The programs included in this report will showcase the diverse environment at the University and an understanding of affirmative action while supporting a diverse workforce. The following initiatives attempt to step outside the traditional arena and are as follows:

(1) Summer Employment Programs: N/A

During the reporting period, the University did not sponsor or create opportunities for summer employment programs.

(2) Youth Programs: **University’s participation in on and off-campus programming**

During the reporting period, the University participated in the following youth programs:

On July 31, 2018 and August 1, 2018, high school sophomores and seniors from the participating Upward Bound program (*please review section (9) re: Outreach for High School and College Students for more information about the Upward Bound program*) hosted research and visual presentations for peers as a College and Career Fair (on each date) to provide visitors and participants with detailed information about various researched colleges (in-state and out-of-state, including Western Connecticut State University) as well as varying professions of interests by the participants.

On October 13, 2018, Members of the University’s Gender and Sexuality Alliance (“GSA”) as well as students not affiliated with the GSA attended the 1st CSCU PRIDE Conference (see attached flyer). Joined by participants from the northeast and nationally, the comprehensive conference will focus on LGBTQ+ inclusion workshops. Hosted at Middlesex Community College, PRIDE means “**Promoting Respect, Inclusion, Diversity Everywhere** in order to open dialogue with members of the LGBTQ+ community.

(3) Apprenticeships: N/A

During the reporting period, the University has not sponsored or created apprenticeships or apprenticeship opportunities.

(4) Work Study Programs: **University’s Federal Work Study Program**

In order to prepare the next generation of workers, University students are encouraged to take on available internship opportunities at the University. The Federal Work Study Program is a federally funded program *based on financial need*. Because the program is financially need based, work experience is not the qualifying factor. In order to work under the Federal College Work Study Program, a student must have financial need, as determined by FAFSA.

The dollar amount awarded under the College Work-Study Program to a student on his/her Award Letter, is not a guaranteed receivable. It is a fair estimate of what a student could earn. Work-Study is an allotment that students can earn if they have a job on campus. It is not money that is directly deferred on their bill, or automatically applied while they are working. If a student does not put in the necessary hours or is released from employment for just cause, the money shown on the Award Letter will not be obtained. Student employees are utilized in all areas of the University from administrative offices to facilities/maintenance work crews.

During the reporting period, below is the list of the represented university students who had sponsored internships:

- AccessAbility Services – 2 WF, 1 HM, 1 OF
- Ancell School of Business – 1 WM, 2 WF, 2 OM, 2 OF
- Alumni Office – 1 WF, 1 HM
- Diversity and Equity – 1 WM, 1 HF
- Division of Student Affairs – 3 WM, 2 WF, 3 BM, 1 BF, 1 HM
- Enrollment Management – 1 HF, 1 OM
- Graduate Studies – 1 WF
- Honors Program – 1 WM, 2 WF, 1 HF, 1 OF
- Intercultural Affairs – 1 WM, 2 WF, 2 BM, 2 BF, 2 HM, 1 HF
- Macricostas School
(Arts and Sciences) – 1 WM, 1 WF, 1 BM, 2 HF
- Office of Financial Aid – 1 WM, 2 WF, 1 BM, 1 HM, 2 HF
- Office of Admissions – 3 WM, 2 WF, 3 BM, 1 BF, 1 HM
- President's Office – 1 WF
- School of Prof. Studies – 1 WF, 1 BF
- VPAC – 1 WF, 1 OM, 1 OF

All student employees **must be matriculated in at least 6 credits per semester** to remain eligible to work on campus. Student employment is an integral part of the university and of university life for many students. Student labor benefits the school in almost every academic and administrative department on campus. The student's employment can be related to his/her major and/or interests and work schedules can be arranged around the student's academic schedule.

The University may employ up to 400 students during the academic year. The types of jobs available are as diverse as the students themselves. There is a complete list of jobs and their descriptions available for students to examine in the Office of Student Financial Services (see attached documentation). Students are paid biweekly with an hourly rate of pay contingent on the difficulty of the position and the experience of the student. The first paycheck is held back for two weeks, as required by the state.

Institutional Payroll is **not** based on a student's financial need in relation to qualifying under the federal programs. Students are employed under this program based on the needs

of the department, the availability of funds, and the student's experience in specific areas. All federal and state funds are subject to federal and state regulations and the University will comply as mandated.

(5) **Job Sharing Arrangements: N/A**

During the reporting period, the University has not sponsored or created job sharing arrangements and/or opportunities.

(6) **Internships: University's Career Success Center**

The University's Career Success Center sponsors the *Cooperative Education Internship Program* which helps to prepare students to become job world ready and to progress confidently toward graduation and launch meaningful careers. Whether you are a first-year student, about to graduate or already have graduated, The University has an employer resource system named "WestConn Works" to provide all students with an important source/link to various internship referrals, career-related events, and career exploration tools. Most importantly, WestConn Works is the main platform that the University uses to post internships, job opportunities, and other important career-related information.

For more information about these programs, please visit:

<http://www.wcsu.edu/careersuccess>

(7) **Day Care Programs: University's Child Care Center**

This establishment is licensed by the State of Connecticut and accredited by the National Association for the Education of Young Children (NAYEC). The Child Care Center provides a safe place for employees and student to enroll children from ages 3 to 5 to obtain high quality, developmentally appropriate experiences as well as a safe, developmentally appropriate environment. The focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical and cognitive development. Recent events include pancake breakfast, computer time, celebration of the Chinese New Year, Halloween and Reading Time.

For more information about the University's Child Care Center, please visit:

<http://www.wcsu.edu/childcare/>

(8) **Creation of New Positions: N/A**

During the reporting period, the University has had no need to create new positions within the University.

(9) **Outreach for High School and College Students: University's Pre-Collegiate and Access Programs**

The University's Pre-Collegiate and Access Programs include the following programs:

ConnCAP/Upward Bound

The ConnCAP/Upward Bound Program is a year-round, college preparatory program serving 140 Danbury High School students from grades 9 through 12. The Excel Program is a middle-school (Broadview, Rogers Park and Westside Academy) feeder program for

the ConnCAP/Upward Bound Program, currently serving 90 students in grades 7 and 8. The ConnCAS/ EA²P Program is a year-round academic enhancement program serving underprivileged college students.

Excel Program

The University Excel Program is an opportunity for middle school students to develop their academic potential and achieve their goal of admission into a post-secondary educational program upon completion of high school. The program serves Broadview, Rogers Park and Westside Middle School students in families where neither parent has completed a 4-year college degree and/or low-income families whose taxable income is within our eligibility guidelines. The Excel Program is a year-round program currently serving up to 90 middle school students in the 7th – 8th grades.

This program begins recruiting students at the end of 6th grade to develop and strengthen their academic skills. The Excel Program is a feeder program for ConnCAP/Upward Bound and the majority of students continue on to participate in the high school. ConnCAP/Upward Bound will continue to edify and focus their academic and social-personal needs throughout high school in preparation for entrance into a post-secondary educational program.

A mandatory six-week, nonresidential summer program is conducted on the campus of Western Connecticut State University. The summer program, in conjunction with ConnCAP/Upward Bound, is designed to prepare students academically and socially for the upcoming school year. Students are given English, to strengthen their Language Arts and Writing Skills; Math, to strengthen their Mathematical skills.

During the academic year, each student meets with an academic advisor who monitors his or her academic and behavioral progress. Student progress is shared with parents at the end of each marking period, during parent conferences. The Excel Program works collaboratively with students, parents, teachers, and guidance counselors to assure that students will work towards their academic potential.

The Excel Program involves students in their school and community through club meetings, community service and field trips, thereby enabling the facilitation of a sense of community and unity developed over the summer. The program is funded through the Connecticut Department of Higher Education along with additional support from the Danbury Board of Education. In short, the University Excel Program stands for respect for others, respect for yourself, and the pursuit of lifelong learning!

ConnCAS/ EA²P(Educational Achievement and Access Program)

The University's ConnCAS/ EA²P (Educational Achievement & Access) program provides support for underrepresented and underserved students to successfully transition from high school to college and to continue completion of an undergraduate degree. The students' preparation for college is enhanced by their participation in a five (5) week residential program before starting college in the Fall semester. Student support and academic counseling are continued throughout the academic year. During the

ConnCAS/ EA²P residential summer program, academic courses in math and English will be reinforced with tutorial sessions designed to prepare students for academic life.

Transitional workshops and campus presentations are created to promote achievement and student success in college. Students will also participate in leadership and teambuilding activities provided by our P.A.S.S. program (Programs for Achieving Student Success), Wide Angle Vision and various other departments on campus throughout the summer and academic year. The transition to college is much simpler for ConnCAS/ EA²P students when they begin their college careers in the Fall semester at the University. Students become familiar with the campus and faculty and will have support from the ConnCAS/ EA²P staff and counselors.

For more information about the above-noted programs, please visit:
<http://www.wcsu.edu/pcaap/>

(10) Reassignments: N/A

During the reporting period, the University has had no need to create reassignment opportunities within the University.

(11) Positive, Results-Oriented Program(s) designated to achieve Affirmative Action:

Faculty Development Funds: Under the terms of the CSU-AAUP contract, Article 9.6 and 12.10.1, the University annually allocates funds for faculty development, “*which shall be construed broadly to mean activities by and for members that enhance their ability to be productive and innovative professionals.*” A maximum of \$1,200 may be granted to any individual full-time faculty member and \$600 to any individual part-time faculty member. The Faculty Development and Recognition Committee reviews and grants funds that are available to many individuals, so prior use of the Fund as well as merit of activity will be considered. In cases where the dollar total for approved applications exceeds available funds in a given funding period, preference will be given to applicants who have not been awarded full funding in the previous fiscal year.” Applications for “in-house” workshops do not have a specified maximum funding level, but will be reviewed on the basis of merit and numbers of individuals across the University community who will benefit from the workshops. Proposals from AAUP members may be co-sponsored with non-members.

For more information about this Fund and application guidelines, please visit:
<https://www.wcsu.edu/facultystaff/handbook/pages/fac-fund-app.asp>

President’s Initiative Fund: The University President established a President’s Initiative Fund to support new projects of faculty, students, and staff that capitalize on the University’s distinctive Western Connecticut location. The initiative is meant to advance one of the University’s core competencies: the ability to employ its regional advantage to educate for global realities. During this reporting period, the President’s Initiative sponsored activities during Hispanic Heritage Month (September 15th – October 15th), Domestic Violence Awareness Month (October), Veteran’s Day commemorations (November), Black

History Month (February), Women's History Month (March), and Sexual Violence Awareness Month (April).

For more information about this Fund and updates, please visit:
<http://www.wcsu.edu/newsevents/pif-updates.asp>

Minority Recruitment and Retention Committee: This AAUP bargaining unit committee meets regularly with the Chief Diversity Officer to develop strategies to attract a diverse faculty applicant pool. Additionally, the Committee frequently reviews proposals to support faculty attendance at workshops and conferences which expand their knowledge of their particular discipline. During the reporting period, the University continued its support of teaching faculty's attendance at professional conferences as well as assisting with relocation costs of new faculty members to the Danbury area.

For more information about this Committee and application for funds, please visit:
<http://www.wcsu.edu/minority/>

Minority Recruitment and Mentoring Committee: This SUOAF-AFSMCE bargaining unit committee meets regularly with the Chief Diversity Officer to discuss recruiting strategies and to develop programming which enhance the work environment for employees, including highlighting career opportunities both internal and external to the University. During the reporting period, the University continued to encourage and support administrative staff attendance at professional conferences.

For more information about this Committee, application and guidelines, please visit:
<https://wcsu.edu/suoaf/documents/MRM%20Application.pdf>
<https://wcsu.edu/suoaf/documents/MRM%20Guidelines.pdf>

University's Fall and Spring Semester Diversity Events Calendar

At WCSU, we believe in fostering a dynamic and vibrant learning environment by engaging our university and local community in thought-provoking discussions about issues that matter and meaningful programs to create culturally competent citizens. Every Fall and Spring semesters, the University's Office of Diversity and Equity sponsors and promotes the use of the University Diversity Events Calendar. This calendar is posted on the primary university webpage (each applicable semester) to offer the university (and general) community an opportunity to become involved in high-impact events, information sharing, ideas and insights on issues of social justice and equity.

To access the University's Semester Diversity Events Calendar (copies attached), you can visit the Office of Diversity and Equity website link(s) at:
<http://wcsu.edu/diversity/diversity-calendar-fall-2018/>
<http://wcsu.edu/diversity/diversity-events-calendar-spring-2019/>

University's Community Service/Volunteer Opportunities:

The University provides students and employees with opportunities to participate in community service projects and/or volunteer options (on and off campus). Many participants get involved through their athletic teams, student organizations, fraternities and sororities, and other organizations. Regardless of a student's major and/or a participant's interests, there are many opportunities for either a student and/or employee to become involved. Volunteer opportunities can last anywhere from a few hours over the course of a day or weekend for special events to major commitments of time and energy. Volunteer work provides students and/or employees with training and skills that can be invaluable to you in the participant's current (or future) career endeavors.

For more information about the University's community service/volunteer opportunities, please visit: <http://www.wcsu.edu/community-service/volunteer-opportunities/>

Annual Community Service Fair

The University holds annual community service fairs to allow local non-profit organizations to provide information about their services and connect with university participants and local volunteers looking for opportunities to help out. The last event was held on February 7, 2017 which was well attended.

For more information about this event, please visit:

<http://www.wcsu.edu/community-service/events/>

Western's Day of Service

On September 21, 2018, the University held its annual Western Day of Service, a community service event where over 600+ volunteers register to help not-for-profit organizations in the Greater Danbury Area. From reading to elementary school students, painting stairwells, sorting through donated clothes, cleaning, pulling weeds or washing fire trucks and ambulances, there was something worthwhile for every participant to do everywhere around the Danbury area.

For more information about this event, please visit: <http://www.wcsu.edu/community-service/western-day-of-service/>

Garden Volunteer Days

Garden Volunteer Days were scheduled for October 18, 2018 and October 20, 2018. In 2019, Earth Day was scheduled for April 17, 2019 and the Jane Goodall Permaculture Garden provides updates and details about these volunteer days planned in the greenhouse and the garden.

For more information about these initiatives, please visit:

<https://www.wcsu.edu/goodall/permaculture/updates/>

Animal Week

On April 17, 2019, the University hosted animal-related events and activities on the midtown campus. The events were free to the public and WCSU students to participate.

For more information about this event, please visit:

https://m.wcsu.edu/newsevents/event.asp?event_id=42568

Fairfield County's Community Foundation – Giving Day

On February 28, 2019, the University participated in “Giving Day” powered by Fairfield County’s Community Foundation Giving Day to raise money for local nonprofit organizations in just 24 hours through online donations. It invites those who love Fairfield County to come together and make an incredibly powerful, collective impact by supporting local nonprofits. Students and staff are encouraged to offer any donation amount to support this effort, and to promote a means to create change in Fairfield County, focusing on innovative and collaborative solutions to critical issues impacting the community.

For more information about this event, please visit:

<https://fcgives.org/>

University’s Provost Blog

Initiated in October 2018, Dr. Missy Alexander, University Provost and Vice President for Academic Affairs has launched a monthly blog that highlights topics ranging from accreditation initiatives, developing of new academic curricula and assessment plans, strategic planning initiatives, and recent trends in higher education. The blog is open to the university community and general public.

For more information about this initiative, please visit:

<https://wcsuprovostblog.com/author/wcsuprovost/>

- (b) Additionally, during this reporting period and with the assistance of students (and/or student clubs/associations), staff and the local community, the University once again sponsored many widely-publicized events:

- **April 10, 2018: WCSU for Holistic Health Studies – Health, Fitness and Wellness Fair**

On April 10, 2018, the University hosted a Health, Fitness and Wellness Fair in the Bill Williams Gym in Berkshire Hall on the university’s Midtown campus. There were multiple exhibitors from campus and the local area providing information and interactive exhibits, as well as students presenting their internship experiences for the IHHS. This event was free and open to the public. 33 vendors were registered to present at the fair. Among other presentations, healthy food and giveaways, the vendors include: Cucumber and Chamomile with demonstrations of reflexology and reiki; do-TERRA Essential Oils with lessons on how to integrate oils into a healthy lifestyle, accompanied by free hand massages; Murphy Family Chiropractic presented a postural and spinal alignment screening; The Patient Whisperers provided group and individual relaxation hypnosis sessions; and Wells Valley Cat Rescue presented the benefits of being a cat owner as well bringing adoptable kittens to socialize.

For more information about this event, please visit:

<http://www.wcsu.edu/news/2018/04/09/wcsu-to-host-health-fitness-and-wellness-fair/>

- **April 21, 2018: Inter-Cultural Festival**

On April 21, 2018, the Department of Social Work and the Office of InterCultural Affairs hosted the InterCultural Festival where campus clubs and organizations will represent their culture in a celebration of diversity in all forms. There will be food featuring, “The Taste of South Africa,” world music, games, giveaways, and club information tables. The event was open to the public.

- **September-November 2018: Fall Semester M.F.A. Artist Lecture Program**

Six artists whose paintings, illustrations, sculptures and mixed-media works have been widely exhibited to critical acclaim across the United States and abroad will discuss their artistic philosophies and creative process during the [Western Connecticut State University](#) fall semester Master of Fine Arts lecture series continuing from **Sept. 11 through Nov. 19, 2018**. All lectures, sponsored by the WCSU [Department of Art M.F.A. in Visual Arts](#) program, will be at 11 a.m. in Room 144 of the [Visual and Performing Arts Center](#) on the WCSU Westside campus, 43 Lake Ave. Extension in Danbury. Admission will be free and the public was invited.

For more information about this event, please visit:

<http://www.wcsu.edu/news/2018/09/11/wcsu-to-present-fall-semester-m-f-a-artist-lecture-program/>

- **October 4, 2018: Not Your Language: Speaking Out on Microaggressions**

On October 4, 2018, the University sponsored a session named “Not Your Language: Speaking Out on Microaggressions” forum with a panel of five academic and business practitioners with over 25 years of experience in helping to recognize microaggressions when they happen on campus and their implications on marginalized groups. The forum allowed participants to explore real life scenarios that can create hostile environments. The panelists explored various strategies and research on best practices to identify, recognize and acknowledge the various issues with microaggressions.

- **October 10, 2018: Salvadoran Migrant Families: Torn At Home, Torn at the Border**

On Tour From El Salvador, speakers Bernardo Belloso and Zulma Tobar will share their work and life experiences in migrant sending communities in El Salvador. They will also discuss challenges faced by Salvadoran Families under the U.S. “zero-tolerance” policy on migrants at the border. WCSU Professor of Sociology, Dr. Carina Bandhauer led a discussion about the Salvadoran immigrant life and the ramifications of change with the “zero tolerance policy” on migrants at the border. The forum was free and open to the public. Co-sponsors are the School

of Arts and Sciences, the Office of Diversity and Equity, the Office of InterCultural Affairs, and members of the Connecticut Students 4 a Dream. The panel discussion was offered as part of the WCSU celebration of [Hispanic-Latino Heritage Month](#).

- **October 13, 2018: CSCU Pride Conference**

On October 13, 2018, the University's Office of InterCultural Affairs and the Gay-Straight Alliance participated in this one-day conference to open dialogue for Pride awareness and acceptance in the LGBTQ+ community.

- **November 14, 2018: Endowed Lecture on "Privacy, Security and Safety in a Social Media World"**

On November 14, 2018, the inaugural Macricostas Family Arts and Sciences Endowed Speaker Series at the University presented a talk by a longtime observer of immigration in America. **Chris Kelly**, As the first chief privacy officer, general counsel and head of global public policy for Facebook, Kelly helped the company grow from its college roots to the ubiquitous communications medium that it is today. His development of the site's safety and security policies around real-world identity and deployment of a highly trained staff for rule and law enforcement are credited as critical elements in the company's success. The talk was free and open to the public.

For more information about this event, please visit:

<https://www.wcsu.edu/news/2018/10/19/facebook-pioneer-to-discuss-privacy-and-social-media-at-wcsu/>

- **December 1, 2018: World AIDS Day**

On December 1, 2018, the University's Office of InterCultural Affairs and the Gay-Straight Alliance participated in World AIDS Day in the lobby of the Student Center on the WCSU Midtown campus. A table was set and featured information about HIV/AIDS and students were given red ribbons and other items in support of the fight against HIV/AIDS. A representative from the AIDS Greater Danbury Project also made a presentation. The event was free and open to the campus community.

For more information about this event, please visit:

http://www.wcsu.edu/newsevents/event.asp?event_id=44403

- **Health Promotion and Exercise Science Department Annual Academic Internship Fairs and Events**

The Health Promotion and Exercise Science Department hosts its annual internship fairs as well as academic events to connect local employers with students who need to obtain 450 unpaid hours with a local agency to complete their graduation requirements and earn up to 12 credits. Also, in collaboration with the Institute for Holistic Health Studies, university sponsored events are hosted throughout the academic year to offer students, staff and the university community with an

opportunity to engage in and explore different aspects of holistic and integrative health through programming and instruction.

For more information about the Institute for Holistic Health Studies, please visit: <http://wcsu.edu/ihhs/>

- **February 4, 2019: GO Global Event**

On February 4, 2019, the University's Career Success Center, Office of InterCultural Affairs, International Services Coordinator and the Kathwari Honors Program hosted an international event about public service and learning forum on cultural and international study abroad.

For more information about the University initiative, please visit: <http://wcsu.edu/intercultural/spring-2019-events-calendar/february/>

- **Visual and Performing Arts Center 2018-19 and 2019-2020 Seasons**

On September 27, 2014, the University welcomed more than 500 guests to experience the creative process at work at the gala opening of its new Visual and Performing Arts Center ("VPAC"). Students, faculty and staff were on hand to "put the building through its paces" in a multitude of spaces, including the Concert Hall, Studio Theatre, Art Gallery, Painting Studio, Recording Studio, Scene Shop, Dressing Rooms, Sculpture Studio, and M.F.A. Studios. In the weeks since the gala opening, the new facility has enhanced the artistic and academic experience for students, faculty, staff and patrons.

At 130,000 square feet, this uniquely designed facility is divided into three distinct wings: Theatre Arts, Music and Visual Arts, all connecting together in the stunning lobby with a ramp bridge that appears to float high above. Students taking courses in the art wing benefit from light shining through double-height, northern-exposed windows in the spacious painting and sculpture studios. They work in photography and graphic design studios equipped with both the latest computer technology and the legacy technology of traditional film development. The Art Gallery features northern-exposed light, a [Panelock 200 display system](#), all atop beautiful maple flooring.

Music students rehearse and perform in the Veronica Hagman Concert Hall, which features a tri-level, in-the-round seating experience for an audience of up to 350; variable acoustics; state-of-the-art performance audio and lighting; 5:1 HD recording and two Concert Grand pianos: a [Steinway Model "D"](#) (Hamburg) and a [Yamaha CFX](#), the flagship of the Yamaha concert piano line. A recording studio houses WCSU's new Audio and Music Production degree program and features a [Solid State Logic Duality](#) audio console — the finest in the industry.

Theatre students perform on the facility's Main Stage Theatre and Studio Theatre — both loaded with technology and functionality beyond many Broadway venues. Two theatre rehearsal studios, both equipped with audio/visual technology and sprung dance floors complement the university's increasingly popular musical theatre program. Dressing rooms, practice rooms and individual Master of Fine Arts in Visual Arts studios are all incorporated into the spaces, designed for students so they may experience a professional-quality arts education.

During the reporting period, the University's Visual and Performing Arts Center ("VPAC") has held various exhibitions, performances and galleries to showcase our student achievements in Theatre Arts, Music and Visual Arts.

To access the interactive calendar of events held at VPAC, please visit:

<http://www.wcsu.edu/svpa/events/>

On February 23, 2019, Dr. John Clark, University President and Brian Vernon, Dean for the School of Visual and Performing Arts, hosted a community concert in honor for [Marian Anderson](#), a musical and civil rights icon who lived in Danbury. Mrs. Anderson was the first African American to perform at the Metropolitan Opera and later in life was recognized with several awards, including the Medal of Freedom. She sang at the inaugurations of presidents Eisenhower and Kennedy. This celebration introduced the University's campaign for the Marian Anderson initiative to raise funds to rename the School of Visual and Performing Arts in honor of Marian Anderson.

For more information about the University initiative, please visit:

<http://www.wcsu.edu/svpa/mariananderson/>

- **2018-2019 Career Success Center Job Fairs**

On March 27, 2019, the University's Career Success Center hosted two student job fairs which connected over 100+ local (and regional) employers with students seeking both permanent and summer employment opportunities. The University's Career Success Center Job Fairs are open to all University students and alumni as well as students and alumni from Eastern Connecticut State University, Central Connecticut State University, and Southern Connecticut State University.

For more information about the University's job fairs with the Career Success Center, please visit: <http://www.wcsu.edu/careersuccess/students/career-fair/>

Section P

Element No. 16

**INNOVATIVE
PROGRAMS**

Sec. 46a-68-93

(ATTACHMENTS AND DOCUMENTATION)



INTERCULTURAL FESTIVAL

FOOD

MUSIC

GAMES

& MORE

Social Work seniors and the WCSU Office of InterCultural Affairs are hosting the Intercultural Festival. During the event, campus clubs and organizations will represent their culture in a celebration of diversity in all forms. There will be food featuring "The Taste of South Africa", world music, games, giveaways and club informational tables. The public is invited.

APR. 21, 2018

NOON - 4 P.M., FAIRFIELD LAWN

For more information, contact
Daryle Dennis at dennisd@wcsu.edu.





PRIDE CONFERENCE

Promoting Respect Inclusion & Diversity Everywhere

ACC Pride Club presents: The Pride Conference!

- ✚ This event aims to open a dialog for Pride awareness and acceptance in the LGBT Community!
- ✚ More details will come so be on the lookout to RSVP! Seats will fill fast!
- ✚ For Questions you can contact prideconference2018@gmail.com



Visit the Instagram page
[@pride_conference](https://www.instagram.com/pride_conference)

Or



Visit our facebook page at:
PRIDE Conference CT

✚ Saturday October
13th, 2018

✚ At Middlesex
Community
College!

✚ Speakers include:

- President Ojakian!
- Stonewall Panelist!
- Planned Parenthood!

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices: Primary Title IX Coordinator: Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator, Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457; amaslin@mccc.edu.

From the Office of Diversity & Equity

To all Students, Faculty, and Staff,

“Welcome” to new students, faculty and staff and “welcome back” returning students, faculty and staff to Western Connecticut State University (“WCSU”).

Our campus prides itself on creating an environment that is welcoming and supportive for every person here. We are a university with strong academic programs, a culture of student involvement and great campus traditions. WCSU offers a quality education to talented and motivated undergraduate and graduate students. While it is the place you will spend considerable time learning in classrooms, labs and co-curricular spaces, it is also a campus community that you will call home for the next few years of your lives. Your journey as an undergraduate and graduate student marks an important point in your developmental cycle as a human being. The time you spend at WCSU pursuing your academic endeavors will play an important part in your future career trajectory. The energy you invest in building friendships, engaging with campus organizations and forging relationships with your peers, your professors and leaders across campus will influence your life trajectory. Embracing diversity as an important aspect of your opportunities for learning at WCSU. We recognize that in the midst of our rich diversity lies meaning in the common bond that connects us as part of the WCSU family. WCSU is proud of its public, land-grant mission, which commits us to being a university with global impact, while also serving the needs of this state. Please know that you, as WCSU students, are our greatest asset. My hope is that, as you begin this semester, you will engage in opportunities that fully prepare you to successfully navigate our increasingly diverse society and global economy.

Enclosed, please find the link to the [Fall 2018 Diversity Events Calendar](#) that allows students, faculty and staff to receive information on valuable training, networking, and career-building opportunities to engage in diversity related activities on campus. To learn more about the upcoming workshops and/or events on the calendar or for more information about the Office of Diversity and Equity, please visit our webpage at <http://wcsu.edu/diversity/> or feel free to either contact the office at (203) 837-8444 and/or send an email to ode@wcsu.edu.

Welcome to WCSU and best wishes for an impactful academic year.

Jesenia Minier-Delgado, MPA
Chief Diversity Officer
ADA and Title IX Coordinator
Office of Diversity and Equity
Western Connecticut State University
181 White Street
University Hall, Room 214
Danbury, Connecticut 06810
Telephone: (203) 837-8277
Fax: (203) 837-8503

www.wcsu.edu/diversity/



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Diversity Calendar – Fall 2018



September



Hispanic Heritage Month

An official celebration of those American citizens whose ancestry can be traced back to Spain, Mexico, Central and South America and the Caribbean. The tradition of Hispanic Heritage celebration started out as a week-long event in 1968. Twenty years later, in 1988 the celebration expanded to dedicate a whole month starting and ending in the middle of the month. Hispanic Heritage Month pays tribute to the generations of Hispanic Americans who have positively influenced and enriched our nation and society.

The event will take place between September 15th and October 15th. The 15th marks as the independence day of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. While Mexico, Chile, and Belize follow shortly after on the 16th, 18th and 21st respectively.

A Taste of Latin X

Tuesday, September 15th

West Side Campus, Student Market Place, 12:00 p.m. to 5:00 p.m.

Wednesday, September 26th

Midtown Campus, Student Center Restaurant, 4:00 p.m. to 8:30 p.m.

Sponsored by Sodexo Food Service, the Division of Student Affairs and the Office of InterCultural Affairs

Sodexo will be serving authentic food from various Latin countries in honor of Hispanic Heritage Month. Students can meal swipe or use Flex Points. Open to the Public/\$10.00 per person



Classical Guitar Performance with Carlos Pavan

Tuesday, September 25 from 6:00 p.m. – 7:00 p.m.

VPAC Concert Hall Stage, Room 101C

Sponsored by the Office of Diversity and Equity

In honor of Hispanic Heritage Month, the Office of Diversity and Equity presents Carlos Pavan, a New York based composer and guitarist. Pavan skillfully blends Argentinian rhythms with classical and jazz concepts. He has performed in major venues such as Lincoln Center, New England Conservatory in Boston, New York City Center, Washington D.C., New Jersey Tango Festival, Connecticut Festival Guitars of the World, San Francisco, Long Island and Connecticut Public libraries, Kaufman Center and internationally in France, Argentina, Canada, Ireland, Portugal & Japan.

Open to the public, faculty, staff and students

October

“Am I overreacting?” Understanding and Combating Microaggressions

Wednesday, October 3rd, from 10:00 a.m. – 12:00 p.m.

Sponsored by the Office of Diversity and Equity

The goal of this workshop is to give faculty, staff and students a focus on racial microaggressions that are prevalent in colleges and universities. The workshop will focus recognizing microaggressions when they happen on our campus and their implications on marginalized groups on campus

For more information, please email Ms. Keisha Stokes at stokesk@wcsu.edu about the listed workshop. Open to the public, faculty, staff and students.

Not Your Language: Speaking Out on Microaggressions

Thursday, October 4th, from 3:00 p.m. – 5:00 p.m.

Sponsored by the Division of Student Affairs, Office of Diversity and Equity and the Office of Intercultural Affairs

This student-centered town hall event will help participants understand the effects of microaggressions on students' mental health, academic performance, and graduation or retention rates. A panelist of experts will speak on diversity awareness

on campus to provide a more inclusive atmosphere and give everyone a voice who experience microaggressions on a regular basis.

For more information, please email Ms. Keisha Stokes at stokesk@wcsu.edu about the listed event. Open to the public, faculty, staff and students.

A Taste of Latin X

Thursday, October 4th

West Side Campus, Student Market Place, 4:00 p.m. to 7:30 p.m.

Saturday, October 13th

Midtown Campus, Student Center Restaurant, 4:00 p.m. to 7:30 p.m.

Sponsored by Sodexo Food Service, the Division of Student Affairs and the Office of InterCultural Affairs

Sodexo will be serving authentic food from various Latin countries in honor of Hispanic Heritage Month. Students can meal swipe or use Flex Points. Open to the Public/\$10.00 per person

Salvadoran Migrant Families: Torn At Home, Torn at the Border

Wednesday, October 10th from 11:00 a.m. – 12:30 p.m.

White Hall, Room 127

Sponsored by the Office of Diversity and Equity

On Tour From El Salvador, speakers Bernardo Belloso and Zulma Tobar will share their work and life experiences in migrant sending communities in El Salvador. They will also discuss challenges faced by Salvadoran Families under the U.S. “zero-tolerance” policy on migrants at the border.

Bernardo Belloso is the president of the Association for Rural Development of El Salvador (CRIPDES) and he last spoke at WCSU in 2008. He leads an effort to organize more than 300 rural communities in 5 states of El Salvador. Active in Salvadoran social movements since 1995, his work focuses on youth leadership in rural communities, and on environmental justice. He is part of the National Round Table against Metallic Mining in El Salvador, is involved in the anti-mining struggle, and partakes in the National Network Against Water Privatization.

Zulma Tobaris a co-coordinator of US-El Salvador Sister Cities (USESSC) who last spoke at WCSU in 2016. She works on the issues of education, environmental justice, advocacy and community organizing with rural communities of El Salvador through both USESSC and CRIPDES. Her work is led by the principle that community organizing is the base of all social change. She comes from an organized rural community, Cinquera, one of the most tumultuous areas during El Salvador’s Civil War. Zulma was a university scholarship recipient supported by the sister committee of Chicago, IL through USESSC.

For more information, please email Professor Carina Bandhauer at bandhauerc@wcsu.edu about the listed event. Open to the public, faculty, staff and students



Working with Diverse Student Populations: Understanding Social & Cultural Differences

Friday, October 19th, from 10:00 a.m. – 12:00 p.m.

Midtown Student Center, Room 202

Friday, November 16th, from 10:00 a.m. – 12:00 p.m.

West Side Campus Center, Room 212/214

Sponsored by the Office of Diversity and Equity

This workshop reviews essential theories and practices that aid those who work with diverse populations. It addresses and discusses the importance of mental health. The session takes a closer look at the unique considerations in working with diverse student populations and how to respond effectively.

For more information, please email Ms. Keisha Stokes at stokesk@wcsu.edu about the listed workshop. Open to the public, faculty, staff and students.

oh, the places you
can go!

GO GLOBAL

Come Learn **FIRST HAND** about Experiences in: Paris, Spain, India, London, Taiwan, Italy, Costa Rica, Jamaica, Greece or with the Peace Corps



Create your own
dream experience!

COME LEARN HOW!

MONDAY, FEBRUARY 4

4:00 - 5:30 PM

WESTSIDE CAMPUS CENTER

SECOND FLOOR - LOFT

SPONSORED BY:

WCSU CAREER SUCCESS CENTER, INTERCULTURAL AFFAIRS, INTERNATIONAL SERVICES COORDINATOR AND THE KATHWARI HONORS PROGRAM



WCSUProvostBlog

Agents of Learning Teach Here

MENU



DIALOGUE, EQUITY, INCLUSION

Diversity in the Curriculum: What do students see?

February 18, 2019 wcsuprovost

Like many universities, WCSU has identified cultural understanding as an important core value. We have indicated this in two of our values statements:

- *Dialogue. We value the conversations that explore diverse perspectives and encourage shared understanding.*
- *Respect. We value the right of all people to be treated with dignity and fairness and expect this in our policies, classrooms, and community.*

We have also included Intercultural Competency in our general education requirements:

Intercultural competence is defined by the following general characteristics: (1) knowledge about cultures, including knowledge about issues that can arise when members of diverse cultures interact; (2) receptive attitudes to learning about and maintaining contact with diverse others; and (3) skills required to draw upon both knowledge and attitudes when learning about and/or interacting with others from diverse cultures.

These statements are great, but what are we doing about it? Do we foster understanding and dialogue enough to support these learning goals and values? In several of my earlier blogs I have asked questions about whether or not our curriculum is sufficiently diverse. Today, I'd like to focus on student input into this conversation.

Now, I'm guessing that most students have not spent much time thinking about our values statements. They arise more from the vision of faculty, staff, and administration, than from our students, and they serve as a guide for how we should conduct ourselves. All of our students should know that their general education curriculum requires a course in Intercultural Competency, but many of them may not think about looking at the entirety of their education through a cultural lens.

I think it is time we ask our students what they think about our curriculum, as it pertains to ongoing interactions with ideas from cultures other than their own. Here's what I'd ask:

1. How many of the classes required in your major include cultural perspectives that are different from your own? List all relevant courses.
 - Did you know this from the course descriptions? Please paste the relevant passages here.
 - Did you discover this in the syllabi? Please paste relevant passages here.
 - Did any of the courses have an Intercultural Competency (IC) label? Please list those courses.
 - If a course was an IC course, do you remember how the learning outcomes were addressed?
2. Have you taken courses outside of your major that included cultural perspectives that are different from your own? List all you can remember.
 - Did you know this from the course descriptions? Please paste the relevant passages here.
 - Did you discover this in the syllabi? Please paste relevant passages here.
 - Did any of the courses have an Intercultural Competency (IC) label? Please list those courses.
 - If a course was an IC course, do you remember how the learning outcomes were addressed?
3. Thinking about the classes you've taken so far, how many of them included opportunities to discuss cultural perspectives different from your own? List all you can think of.
4. How were those discussions approached? Check all that apply.
 - Debates

- Presentations
 - Small group discussions
 - Part of routine class discussion
 - Other (please describe)
5. If you were to look for a course that included discussions of cultures different from your own, how would you go about finding that course? Beyond the IC label, are there specific words that indicate a cultural perspective different from your own?
 6. Looking at all of your responses above, do you think there are sufficient opportunities to learn about cultures different from your own in the WCSU curriculum? Please explain your answer.
 7. Are there ways that WCSU could improve on the opportunities to learn about cultures different from your own?

This survey could form a baseline read on our success at living up to curricular goals and university values. It might help us create better titles and course descriptions. It might reveal that there are gaps in our offerings. It might also give us some insights into what students are perceiving even before the register for a course. The question of the impact of these experiences should come later. First, we have to understand what our students are seeing in the curriculum.

You may notice that I haven't asked if students *want to learn* about cultural perspectives different from their own. Given the diversity on our campus, the diversity in the workplace that students will experience after graduation, and the questions of cultural perspectives that arise within the political landscape both locally and nationally, I'm willing to commit to the need for this kind of education. I'm just not sure we are achieving the levels of exposure and engagement with cultural perspectives that we are hoping for.

There is one more thing that I should consider asking about though. I haven't included a question about the cultural group the respondent identifies with. I probably should at the very end. I don't want it to shape the responses, but it may be very telling in terms of their perceptions of our curriculum. We have a wonderfully diverse student body at WCSU, and that question might be really important to the interpretation of the results. So, I'm thinking about it.

What I do know is that I must provide a definition of a "culture different from your own." That will be a project in inclusiveness, but I'm ready to take it on.



WCSUProvostBlog

- Agents of Learning Teach Here -

Provost and Vice President for Academic Affairs Dr. Missy Alexander invites you to her blog www.wcsuprovostblog.com for today's post: [Diversity in the Curriculum, what do students see?](#) Watch for weekly updates on trends in higher education, new programs, and other academic musings about WCSU.

Diversity in the Curriculum, what do students see?

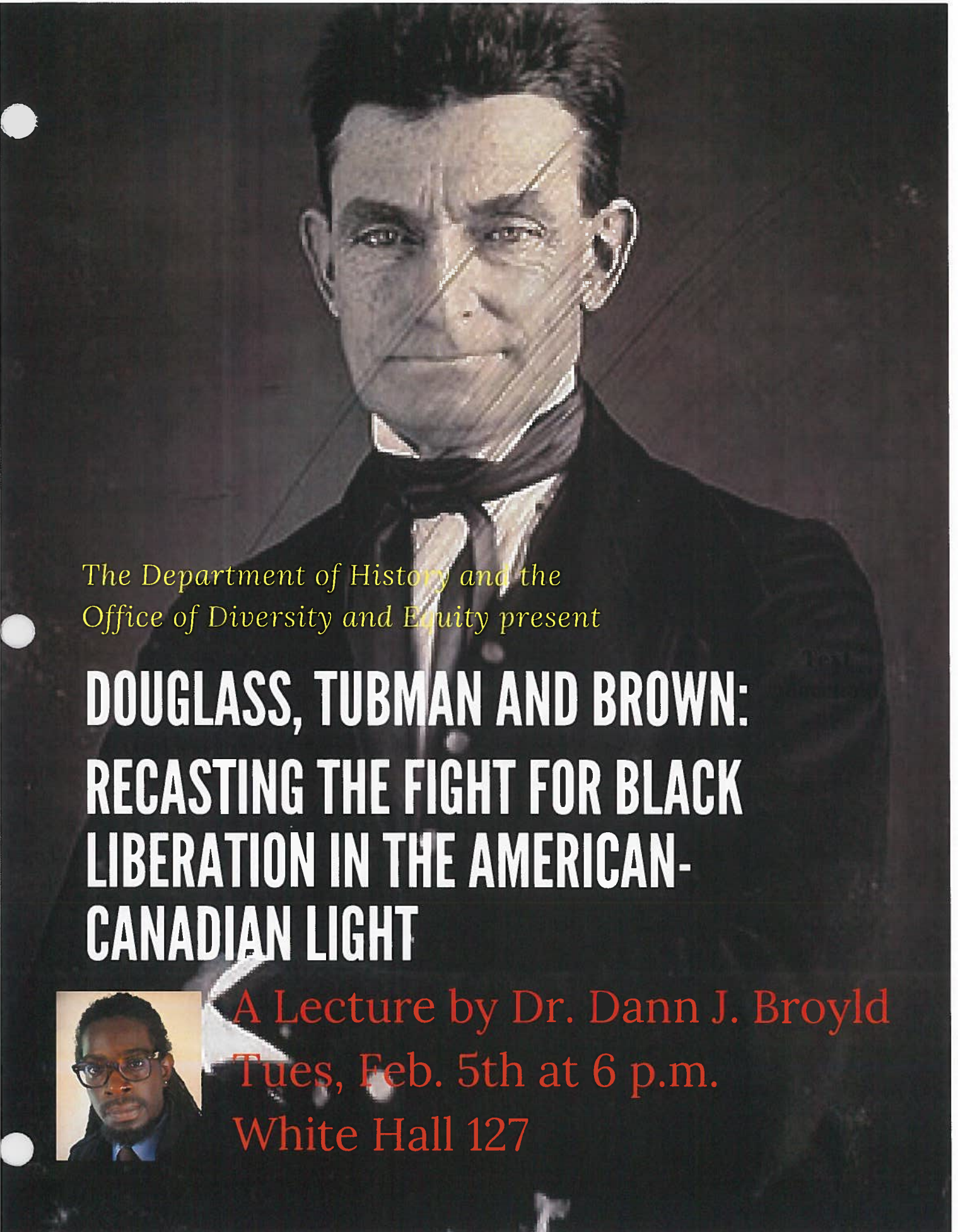
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[Read More...](#)



*The Department of History and the
Office of Diversity and Equity present*

**DOUGLASS, TUBMAN AND BROWN:
RECASTING THE FIGHT FOR BLACK
LIBERATION IN THE AMERICAN-
CANADIAN LIGHT**



A Lecture by Dr. Dann J. Broyld
Tues, Feb. 5th at 6 p.m.
White Hall 127

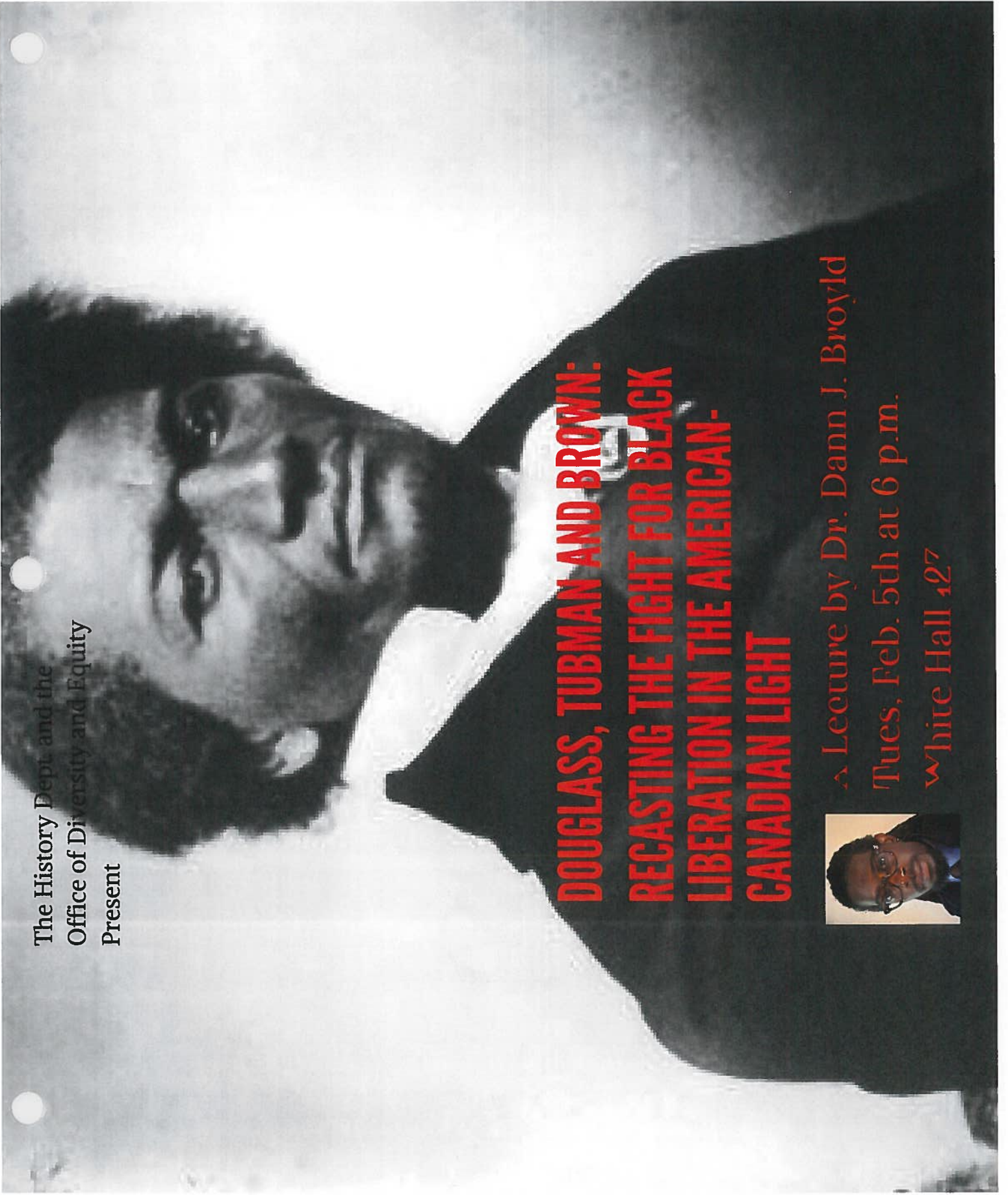
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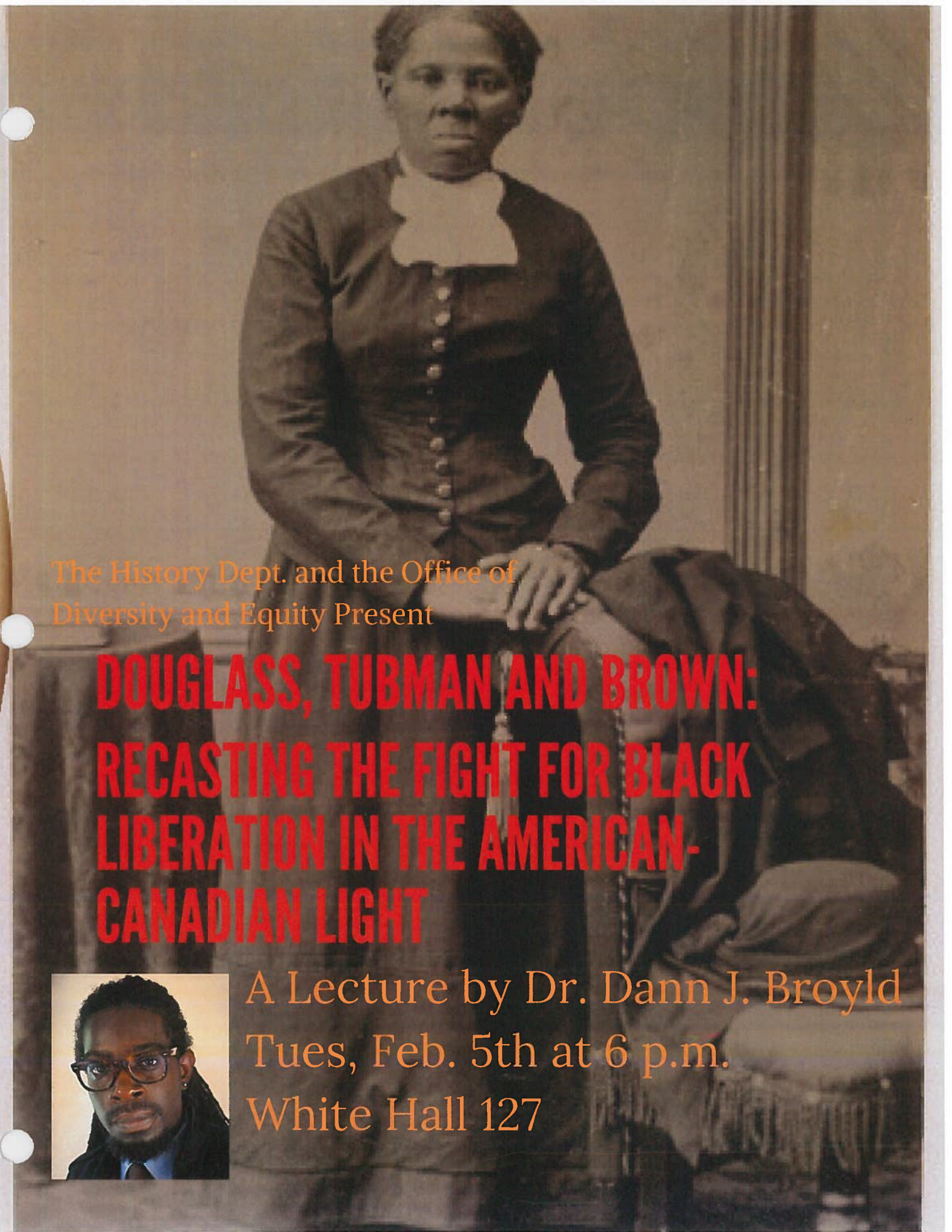
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WCSU News (/news)

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Historian Dann Broyld to discuss fight for black liberation then and now

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Historian Dann Broyld to discuss fight for black liberation then and now (/news/2019/02/04/historian-dann-broyld-to-discuss-fight-for-black-liberation-then-and-now/)

CCSU scholar to relate legacy of key 19th century abolitionists to contemporary struggle

DANBURY, CONN. — Central Connecticut State University historian Dr. Dann Broyld (<http://www2.ccsu.edu/faculty/d.broyld?p=1>) will discuss the work of leading 19th century abolitionists in achieving freedom from slavery in the United States and the impact of their legacy on the contemporary struggle for black liberation in a lecture at 6 p.m. on **Tuesday, Feb. 5, 2019**, at Western Connecticut State University (<http://www.wcsu.edu/>).

Broyld's talk titled "Douglass, Tubman and Brown: Recasting Their Fight for Black Liberation in the American-Canadian Transnational Light," sponsored by the Department of History and Non-Western Cultures and the Office of Diversity and Equity, will be presented as part of Black Heritage-History Month at WCSU. The lecture will be in Room 127 of White Hall on the university's Midtown campus, 181 White St. in Danbury. Admission will be free and the public is invited.

Broyld, who has served since 2014 as assistant professor of Public History and African American History at CCSU, will explore the contributions of Frederick Douglass, Harriet Tubman and John Brown to the eventual abolition of slavery and emancipation of slaves in the United States. He also will place Douglass, Tubman and Brown within the broader context of the continued movement to achieve black liberation.

Broyld earned his Ph.D. in 19th Century U.S. and African Diaspora History at Howard University in 2011, completing his dissertation titled "Borderland Blacks: Rochester, New York, and St. Catharines, Ontario, 1850-1860." He has served as a consulting scholar for the Harriet Tubman Underground Railroad National Monument and as a member of the Frederick Douglass National Historic Site Board of Trustees. His

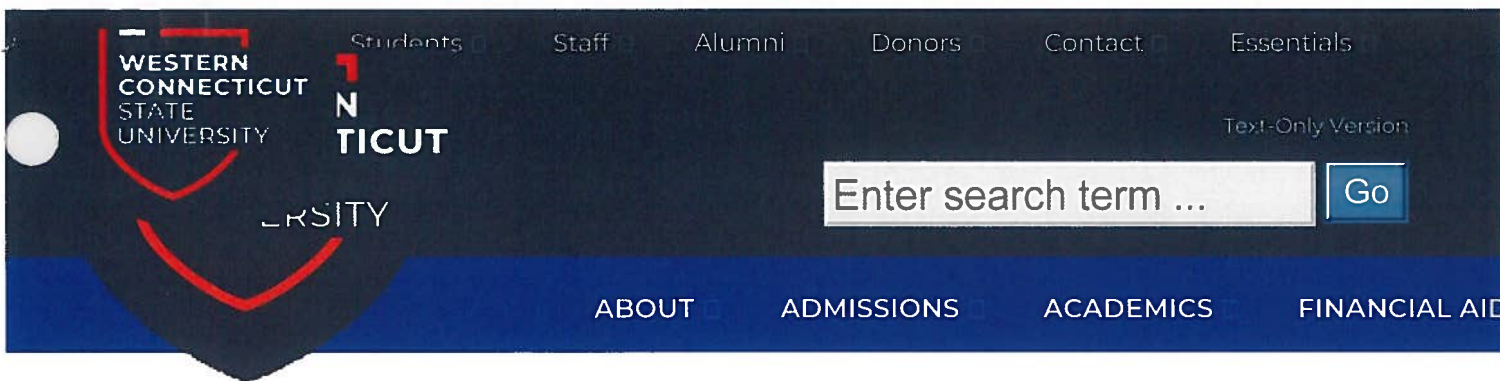


Central Connecticut State University historian Dr. Dann Broyld

scholarly work focuses on issues of black identity, migration and transnational relations as well as oral history and museum-community interaction. He previously taught at the University of Pittsburgh at Johnstown and is working on a manuscript with the University of Toronto Press.

Broyld's talk is the first of several Black Heritage-History events planned this month at WCSU. Additional events can be found at www.wcsu.edu/intercultural/spring-2019-events-calendar/february/.

Western Connecticut State University changes lives by providing all students with a high-quality education that fosters their growth as individuals, scholars, professionals and leaders in a global society. Our vision: To be widely recognized as a premier public university with outstanding teachers and scholars who prepare students to contribute to the world in a meaningful way.



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WCSU News

You are here: Home WCSU News Historian Dann Broyld to discuss fight fo...

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Historian Dann Broyld to discuss fight for black liberation then and now

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Questions? Chat with us!

News Media Contacts

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you?

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Quick
Links

[A to Z Index](#)

Keisha Stokes

From: Office of Diversity and Equity <ode@wcsu.edu>
Sent: Thursday, February 14, 2019 2:23 PM
To: users-aca; users-adm; users-stu
Subject: Spring 2019 Cultural Diversity Events Calendar

Importance: High

From the Office of Diversity & Equity

To all Students, Faculty, and Staff,

Again, welcome back to the Spring 2019 semester.

To kick off the first weeks back, the Office of Diversity and Equity, in collaboration with other academic departments and offices, have sponsored a number of programs and events this semester to promote diversity and inclusion within our University community and/or welcoming the public. Many of these programs are free of charge or at a reduced cost, and offer you an opportunity to meet new and interesting University guests, learn new things, and have some fun! Please [click here](#) and check out the electronic Spring 2019 Cultural Diversity Events Calendar as new events may be added and/or are subject to change.

For more information on the listed events this Spring, please feel free to contact Mrs. Jesenia Minier-Delgado, Chief Diversity Officer by email at minierdelgadoj@wcsu.edu or you are welcome to stop by the Office of Diversity and Equity located in University Hall, Room 214.

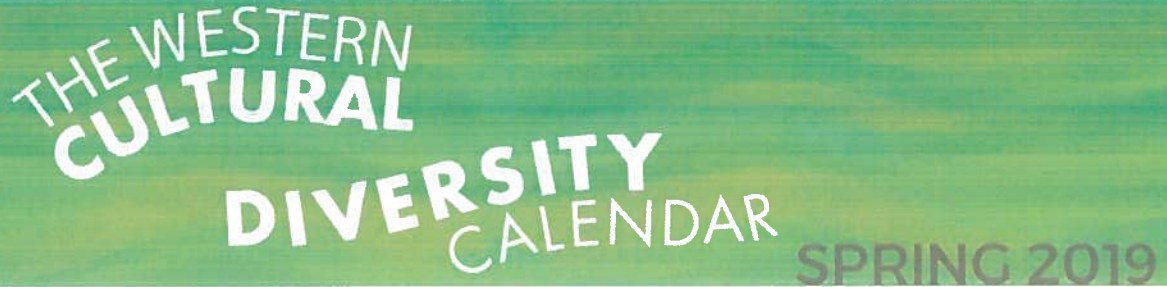
Thank you,
Office of Diversity & Equity

OFFICE OF DIVERSITY & EQUITY
Western Connecticut State University
University Hall, Suite 214
181 White Street, Danbury, Connecticut 06810
Phone: (203) 837-8444 | Fax: (203) 837-8503
Visit our website: <https://www.wcsu.edu/diversity/>

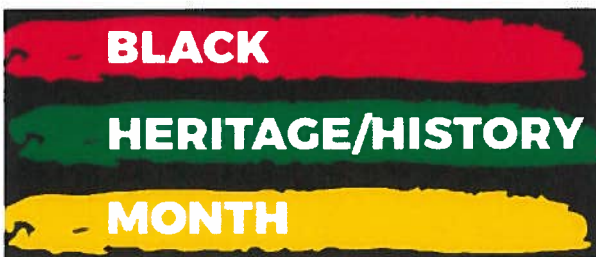


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Diversity Events Calendar- Spring 2019



FEBRUARY



Lecture: “Douglass, Tubman, & Brown: Recasting Their Fight for Black Liberation in the American-Canadian Transnational Light.”

By Assistant Professor Dann J. Broyld, CCSU

Tuesday, February 5, 2019 at 6:00 p.m.

Midtown Campus, White Hall, Room 127

Sponsored by the History Department and the Office of Diversity and Equity Dann j. Broyld is an assistant professor of Public History & African American History at Central Connecticut State University. Professor Broyld earned his Ph.D. in nineteenth-century United States and African Diaspora history at Howard University. His work focuses on the American-Canadian borderlands and issues of Black identity, migration, and transnational relations as well as oral history, material culture, and museum-community interaction. This event will present historical significance in the lives of Frederick Douglas, Harriet Tubman and Brown. This event is open to the public and refreshments will be served.

Chalk About Love

Thursday, February 14, 2019

11:00 a.m. – 2:00 p.m.

Midtown Student Center, First Floor Lobby Area

The Women’s Center of Greater Danbury will sponsor and present the “Chalk About Love,” an event intended to help participants relationships games, chalk board event and conversations involving the views on healthy relationships.

Documentary Showcase: “A League of Her Own” The Claire Smith Story (Rescheduled February 19, 2019)

Tuesday, March 5, 2019

Rain date: Wednesday, March 6, 2019

6:00 p.m. to 7:15 p.m.

Midtown Campus, White Hall, Room 127

Sponsored by the Office of Diversity and Equity and the Department of Writing, Linguistics and Creative Process In honor of our featured speaker for Black Heritage/History Month, a documentary showcase will be presented to highlight the life and career of pioneering news sportswriter Claire Smith. This event is open to the public. Light refreshments will be served.

Black Heritage/History Month Pre-Reception

Tuesday, February 26, 2019

Rain date: Wednesday, February 27, 2019

5:00 p.m. to 6:15 p.m.

Midtown Campus, Warner Hall Building, Room 103

Sponsored by the Office of Diversity and Equity and Office of Intercultural Affairs In honor of our featured speaker for Black Heritage/History Month, a pre-reception will be hosted for members of the university community meet and greet with Ms. Claire Smith, pioneering sportswriter/news editor for ESPN. Refreshments will be served



Black Heritage/History Month Featured Speaker: Claire Smith, ESPN News Editor

Tuesday, February 26, 2019

Rain date: Wednesday, February 27, 2019

6:30 p.m. to 8:00 p.m.

Midtown Campus, White Hall Building, Ives Concert Hall

Sponsored by the Office of Diversity and Equity, Office of Intercultural Affairs and the Department of Writing, Linguistics and Creative Process The University welcomes pioneer sportswriter, Ms. Claire Smith. Ms. Smith has covered Major League Baseball (MLB) for more than three decades, including a notable seven (7) years as a national baseball writer and columnist for the New York Times. She became a news editor at ESPN in 2007. Ms. Smith has been honored at many institutions, featured on the Sports Central ESPN 2016 documentary called "A League of Her Own" and was the 2017 recipient of the prestigious J.G. Taylor Spink award for laudable contributions to baseball writing. Ms. Smith is the award's first female and fourth African American honoree. Ms. Smith will discuss her craft as well as her life and career as an African American, female sportswriter. This event is open to the public.

March

The Clothesline Project

Tuesday, March 26, 2019

11:00 a.m. to 2:00 p.m.

Midtown Student Center First Floor Lobby Area

The Women's Center of Greater Danbury is sponsoring the Clothesline Project to allow members of the campus community to write messages to survivors of sexual assault on the back of T-shirts that will be hung for viewing.



APRIL



Film Showcase: “A Girl like Anna” A Story about Sexual Assault on a College Campus

Thursday, April 11, 2019

6:00 p.m. – 7:30 p.m.

Location TBA

Sponsored by the Office of Diversity and Equity and the Division of Student Affairs The film viewing “A Girl Like Anna” tells the story of Caroline, Ricky, and Paul, who find out their mutual friend has been sexually assaulted. Through this film, participants will explore the ways people might respond in a situation like this, especially when the victim is someone they know. The goal is to make a film that can help create an authentic dialogue about sexual assault and the culture around it. The characters are not stylized depictions of good and evil; they exist in the grey in-between, struggling to come to terms with their perceptions and biases. Participants can more easily identify with the characters, seeing them as examples of their friends or even themselves. As conversations like this are not easy to have, counselors from the Women’s Center for Greater Danbury will be on hand to guide and assist in this discussion to ensure participants have a safe way to express any feelings brought upon by the event.

Step Up Against Sexual Assault

Thursday, April 18, 2019

11:00 a.m. – 2:00 p.m.

Midtown Student Center, First Floor Lobby Area

The Women’s Center of Greater Danbury is sponsoring this event to allow members of the university community to write messages to survivors on flags that will be placed in the quadrangle on the Midtown Campus. April is Sexual Assault Awareness Month and this event is one of the ways that we recognize the importance of this month

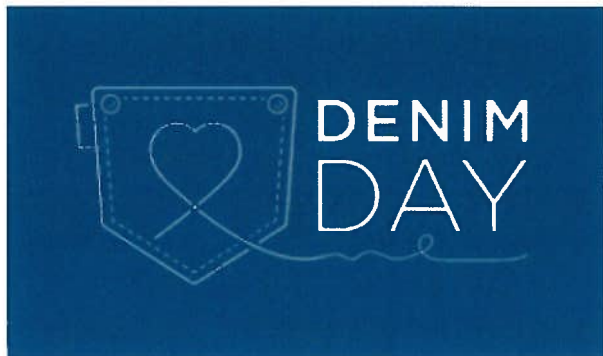
Denim Day

Wednesday, April 24, 2019

All Day

Location N/A

The Women's Center of Greater Danbury is sponsoring this event to allow members of the university community to wear denim all day in order to raise awareness about sexual assault.



LUNCH WITH A LEADER

SERIES



Please [click here](#) to review feature speaker biographies.

Featuring: Professor Neeta Connally WCSU Biology

Tuesday, February 19, 2019

1:00 p.m. to 2:30 p.m.

Midtown Student Center, Room 201A

**Featuring: Associate Professor Marcel Agueros
Astronomy Department Columbia University**

Tuesday, March 19, 2019

1:00 p.m. to 2:30 p.m.

Midtown Student Center, Room 201A

Featuring: Dr. Michelle Brown Dean, Macricostas School of Arts and Sciences

Tuesday, April 9, 2019

1:00 p.m. to 2:30 p.m.

West Side Campus Center, Room 212/214

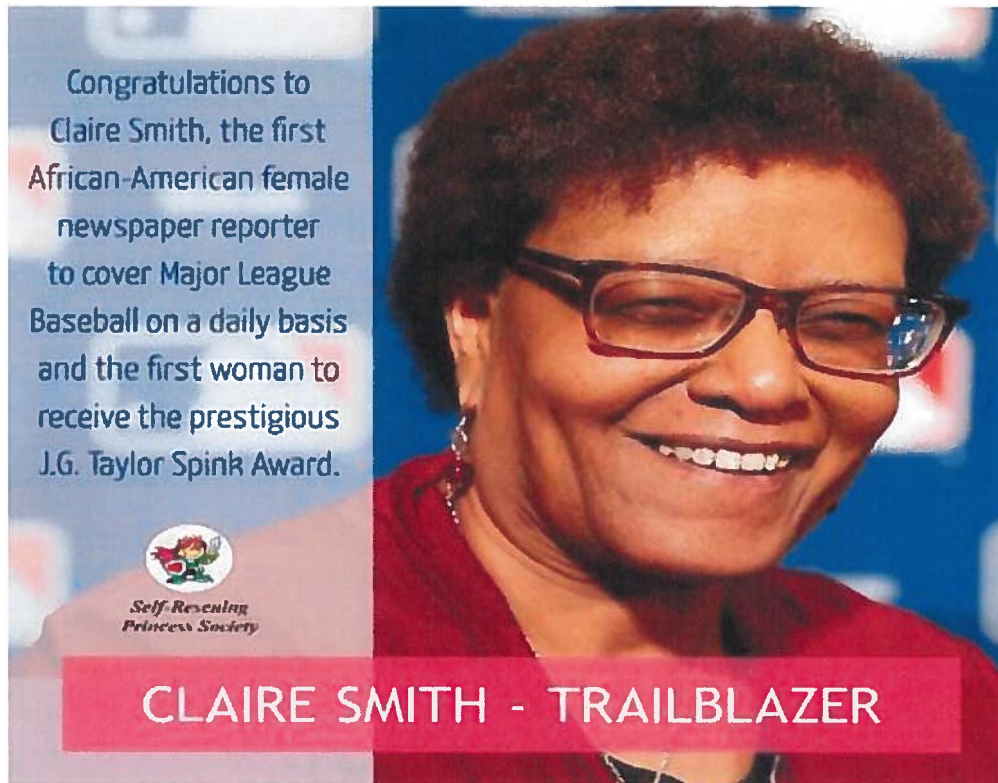
Sponsored by the Office of Diversity and Equity What is Lunch with a Leader? Chief Diversity Officer, Jesenia Minier-Delgado will invite guest speakers to present and share stories of their professional journeys. Each invited guest(s) /speaker(s) holds leadership positions in higher education, law enforcement, social services and the business fields in Danbury and/or in the surrounding regions of Connecticut. Each of the invited guest(s) will share their personal anecdotes about how they succeeded, challenges faced, and also offer tips and career advice to students, faculty and staff. The attendees will have an opportunity to build a network and better understand the requisite skills to succeed in various career fields. Please contact Ms. Keisha Stokes by phone at (203) 837-8278 or by email at stokesk@wcsu.edu to register and attend any of the listed series date(s). Attendance is limited to up to 15 participants each session. Students are highly encouraged to attend and register, but faculty and staff are welcome to attend and register as well. Lunch will be provided for registered guests and you will receive a confirmation email upon your registration.

Keisha Stokes

From: Office of Diversity and Equity <ode@wcsu.edu>
Sent: Wednesday, February 20, 2019 2:46 PM
To: users-aca; users-adm; users-stu
Subject: Claire Smith Pre-reception Meet & Greet on February 26, 2019 (LOCATION CHANGE)
Attachments: Black Heritage poster[18].pdf

Importance: High

LOCATION CHANGE



In honor of Black Heritage/History Month, the Offices of Diversity and Equity, Intercultural Affairs and members of the Department of Writing, Linguistics and Creative Process, cordially invite you to attend the pre-reception for a meet and greet with legendary news sports writer, Ms. Claire Smith, who was the pioneering news sports beat writer for three decades in Major League Baseball.

Ms. Smith has received numerous accolades and awards, most recently she is the first female recipient of the J. G. Taylor Spinks Award for her outstanding career. Ms. Smith is currently the News Editor for Remote Production with ESPN.

Tuesday, February 26, 2019
5:00 p.m. to 6:15 p.m.
MOVED TO Warner Hall, Room 103

Midtown Campus, 181 White Street, Danbury

Refreshments will be served.

Following the pre-reception, at 6:30 p.m., in the Ives Concert Hall, there will be featured presentation (see attached flyer) with Professor John Roche from the Department of Writing, Linguistics and Creative Process, who will serve as interviewer and moderator, alongside Ms. Smith to speak with her about her vast professional career in Major League Baseball. Your support and attendance to both events would be valued in this fantastic opportunity to meet and learn more about Ms. Smith and her journey.

Smith to speak with her about her vast professional career in Major League Baseball. Your support and attendance to both events would be valued in this fantastic opportunity to meet and learn more about Ms. Smith and her journey.

For attendance to the pre-reception, please RSVP **by February 21, 2019**, to Mr. Daryle Dennis with the University's Office of Intercultural Affairs (203) 837-8549 or dennisd@wcsu.edu

Thank you,

Office of Diversity & Equity

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Western Connecticut State University

University Hall, Suite 214

181 White Street, Danbury, Connecticut 06810

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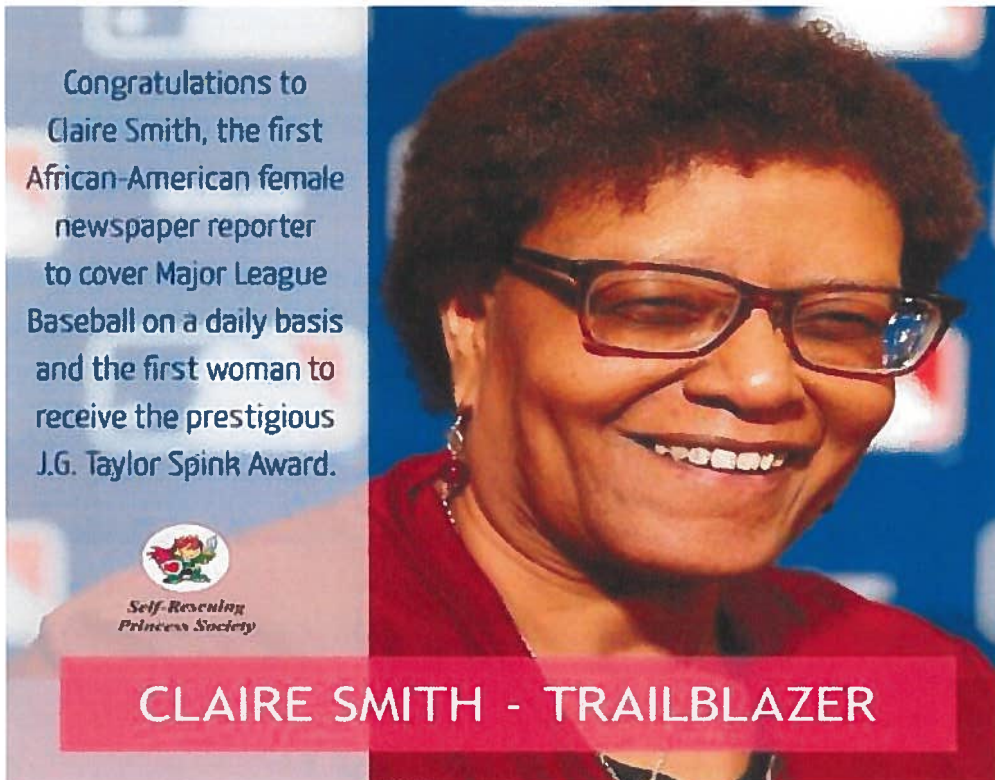
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Keisha Stokes

From: Office of Diversity and Equity on behalf of ODE@wcsu.edu
Sent: Monday, February 11, 2019 10:49 AM
To: users-aca; users-adm; users-stu
Subject: An Invitation to the Black Heritage/History Month Pre-reception and Presentation on February 26, 2019
Attachments: Black Heritage poster[18].pdf
Importance: High



In honor of Black Heritage/History Month, the Offices of Diversity and Equity, Intercultural Affairs and members of the Department of Writing, Linguistics and Creative Process, cordially invite you to attend the pre-reception for a meet and greet with legendary news sports writer, Ms. Claire Smith, who was the pioneering news sports beat writer for three decades in Major League Baseball.

Ms. Smith has received numerous accolades and awards, most recently she is the first female recipient of the J. G. Taylor Spinks Award for her outstanding career. Ms. Smith is currently the News Editor for Remote Production with ESPN.

**Tuesday, February 26, 2019
5:00 p.m. to 6:15 p.m.
White Hall Building, Room 127
Midtown Campus, 181 White Street, Danbury**

Refreshments will be served.

Following the pre-reception, at 6:30 p.m., in the Ives Concert Hall, there will be featured presentation (see **attached flyer**) with Professor John Roche from the Department of Writing, Linguistics and Creative Process, who will serve as interviewer and moderator, alongside Ms. Smith to speak with her about her vast professional career in Major League Baseball. Your support and attendance to both events would be valued in this fantastic opportunity to meet and learn more about Ms. Smith and her journey.

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(203) 837-8549 or dennisd@wcsu.edu

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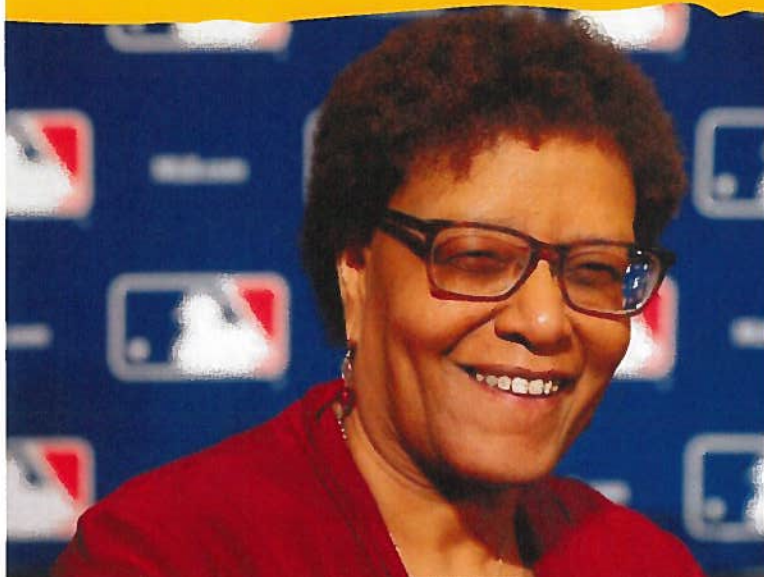


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BLACK

HERITAGE

MONTH



FEATURED

SPEAKER

CLAIRE SMITH

February 26, 6:30 p.m.

Ives Concert Hall, White Hall
WCSU Middtown campus

Claire Smith, pioneering sportswriter who covered Major League Baseball (MLB) for more than three decades will be on campus to speak on her life and career.



Congratulations to
Claire Smith

2017 J.G. Taylor Spink Award Winner
National Baseball Hall of Fame

Journalist | Pioneer | Colleague | Friend

From your ESPN Family

Marian Anderson

NAMING CAMPAIGN



CONCERT

IN HONOR OF MARIAN ANDERSON

Saturday, February 23, 7 P.M.

Veronica Hagman Concert Hall, School of Visual & Performing Arts,
WCSU Westside Campus, 43 Lake Ave., Ext., Danbury.

Featuring vocalist Christine Jobson

Ms. Jobson has been featured in the U.S. and around the world as a concert singer and acclaimed soloist. She has also performed in the operas *La Bohème*, *Signor Deluso*, and *Porgy and Bess*.

and pianist Gregory Thompson.

Mr. Thompson is a recitalist and collaborative pianist and has appeared in concert halls and colleges and universities in the U.S., Europe, and Asia.

A reception will follow the concert.

General Admission is \$10. For tickets, visit mariananderson.eventbrite.com or call (203) 837-8732. WCSU faculty/staff are \$5 and WCSU Students are free, tickets available at the box office.

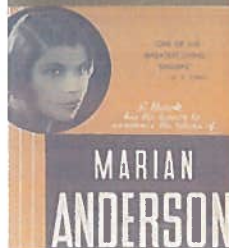
LECTURE RECITAL & MASTER CLASS

Monday, February 25

Lecture Recital: 1–2 P.M., Veronica Hagman Concert Hall

Master Class: 2–3:30 P.M., Visual & Performing Arts Center, 108

**with vocalist Christine Jobson
and pianist Gregory Thompson.**



Marian Anderson

NAMING CAMPAIGN



"ONE OF THE
GREATEST LIVING
SINGERS."
—A. V. FORMS

*S. Hurok
has the honor to
announce the return of*

Marian Anderson

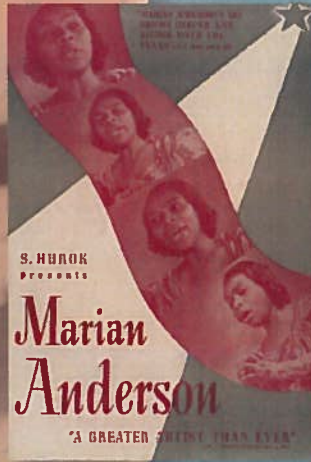
Songs and Spirituals by **MARIAN ANDERSON**



Victor Hood Photograph

MARIAN ANDERSON

MARIAN
ANDERSON



Programme
THE FORUM
Harrisburg, Pennsylvania
Friday, October 15, 1946



CELEBRATING WOMEN'S HISTORY

Filmmaker Kirsten Kelly

Emmy winning Director of *The Homestretch*

*Documenting
Rosie the Riveter &
the working women of WWII*

THURS, MARCH 21ST

11 AM

WHITE HALL 122



CELEBRATING WOMEN'S HISTORY

Filmmaker Kirsten Kelly

Emmy winning Director of *The Homestretch*

*Documenting
Rosie the Riveter &
the working women of WWII*

THURS, MARCH 21ST

11 AM

WHITE HALL 122

Sponsored by the Office of Equity and Diversity, the Dean of MSAS, the

Keisha Stokes

From: Office of Diversity and Equity
Sent: Tuesday, March 19, 2019 9:31 AM
To: users-aca; users-adm; users-stu
Subject: An Invitation to the Women's History Month Pre-reception and Presentation on March 28, 2019
Attachments: Poetry Event Ines Rivera Prosdocimi[2].pdf



As WCSU celebrates Women's History Month, the Offices of the President, Diversity, and Equity, and the Department of Writing, Linguistics and Creative Process, cordially invite you to attend a scheduled pre-reception for a meet and greet with Dr. Ines Rivera- Prosdocimi, Assistant Professor of Literature at the University of Hartford.



Professor Rivera-Prosdocimi has received accolades from various publications, such as *Bellevue Literary Review*, *Cold Mountain Review*, *Kweli*, *Nimrod*, *Poet Lore*, *Puerto de Sol*, *The Caribbean Writer*, *Wasafiri*, and *Witness* for her recognized literary work. Professor Rivera Prosdocimi is the author of the poetry collection, *Love Letter to an Afterlife*, which features a collection of writing about her family and life memories in the Dominican Republic.

Thursday, March 28, 2019

5:00 p.m. to 5:45 p.m.

Faculty Lounge – Danbury Room (in the Student Center)

Midtown Campus, 181 White Street, Danbury

Open to all and refreshments will be served.

Following the pre-reception, at 6:00 p.m., in the Student Center Theater, there will be featured poetry reading by Professor Rivera-Prosdocimi (**see attached flyer**) and interview with Mrs. Jesenia Minier-Delgado from the Office of Diversity and Equity. Mrs. Minier-Delgado will serve as an interviewer to speak with Professor Rivera-Prosdocimi and the audience about her career endeavors, life balance, and academic achievements. Your support and attendance to both events would be valued in this fantastic opportunity to meet and learn more about Professor Rivera-Prosdocimi and her journey.

For attendance to the pre-reception, please RSVP **by March 26, 2019**, to the University's Office of Diversity and Equity at (203) 837-8444 or ode@wcsu.edu

Thank you,

Office of Diversity & Equity

OFFICE OF DIVERSITY & EQUITY

Western Connecticut State University

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Poetry Event

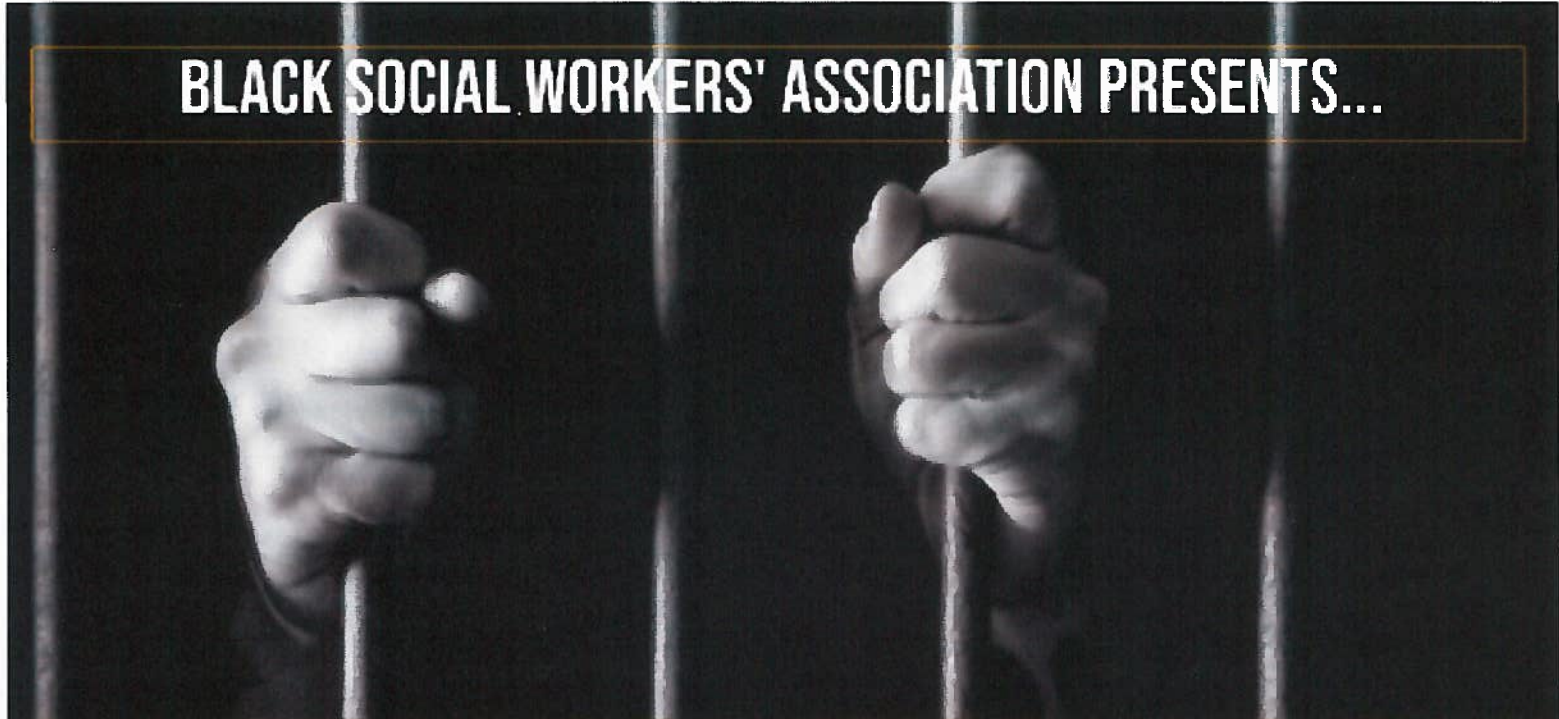
In Honor of Women's History Month



Co-Sponsored by The Office of Diversity and Equity
&
the Department of Writing, Linguistics, and Creative Process

Ines P. Rivera-Prosdocimi is the author of the poetry collection, *Love Letter to an Afterlife* (Black Lawrence Press, 2018). In her debut collection, the poems illustrate how the speakers are displaced in time, yearning for a half-imagined past between cultures, languages and racial designations. She holds a Ph.D. in Comparative Literature from the University of Maryland, an M.F.A. in Creative Writing from American University and is an Assistant Professor at the University of Hartford where she teaches literature.

THURSDAY, MARCH 28th at 6:00 P.M.
WCSU MIDTOWN CAMPUS
STUDENT CENTER THEATER



BLACK SOCIAL WORKERS' ASSOCIATION PRESENTS...

WRONGFULLY CONVICTED

FILM SCREENING & PANEL DISCUSSION ON WRONGFUL CONVICTION.

120 YEARS

120 YEARS tells the story of Scott Lewis, a citizen of New Haven who was sentenced to life in prison for a crime he never committed. Over the course of two decades, Lewis built his case from behind bars and was eventually exonerated.

PANEL DISCUSSION FEATURING SCOTT LEWIS AND FILMMAKERS LUKAS COX AND MATT NADEL

Student Center Theatre
181 White Street
Danbury, CT

Thursday April 4 2019
6:00-7:30 P.M.
Reception in Danbury Room

Keisha Stokes

From: Office of Diversity and Equity on behalf of ODE@wcsu.edu
Sent: Thursday, April 18, 2019 10:49 AM
To: users-aca; users-adm; users-stu
Subject: Special Notice of Support re: WCSU Sexual Assault Awareness Month Events
Attachments: It's on us - The Gallery.jpg; The Gallery - Art Exhibit.jpg; MHAT.pdf; Denim Day.pdf
Importance: High



Sexual Assault Awareness Month

The WCSU Office of Diversity and Equity (“ODE”) is committed to providing guidance and resources in support of the university’s commitment to building a more diverse and inclusive institution. ODE looks to establish and sustain a rich campus culture that deepens our intellectual environment in addressing inclusive excellence and diversity programming for students, faculty, and staff. In the Spring 2019 semester, ODE is offering featured events and lectures to advance diversity, equity and inclusive with opportunities to extend knowledge, perspectives, and experiences vital to performing effectively in a culturally diverse, connected society.

At this time, your commitment is paramount in highlighting the importance of individual attendance and/or to assist in promoting student and staff attendance at the following upcoming featured events and/or programs:

Step Up Against Sexual Assault

TODAY, Thursday, April 18, 2019, 11:00 a.m. to 2:00 p.m.

Midtown Student Center, First Floor Lobby Area, Midtown Campus

The Women’s Center of Greater Danbury is sponsoring this event to allow members of the university community to write messages to survivors on flags that will be placed in the quadrangle on the Midtown Campus.

April is Sexual Assault Awareness Month and this event is one of the ways that we recognize the importance of this month

The Gallery: Artistic Expression on Sexual Assault Awareness

Monday, April 22, 2019, 6:00 p.m. to 10:00 p.m.

Campus Center Ballroom South, West Side Campus

Mental Health Awareness Town Hall

Tuesday, April 23, 2019, 4:00 p.m. to 5:30 p.m.

Student Center Theater, Midtown Student Center, Midtown Campus

Denim Day

Wednesday, April 24, 2019, All Day

The Women's Center of Greater Danbury is sponsoring this event to allow members of the university community to wear denim all day in order to raise awareness about sexual assault.

In support of this message, President John B. Clark looks to see a solid commitment by members of your academic program(s) as well as in the WCSU community. Your commitment to attend and/or support these upcoming featured events is paramount and at the cornerstone of diversity, equity and inclusion at WCSU. Please attend and/or promote and offer students and staff any incentives that can be intersected with programming and/or the learning environment at WCSU. We also ask that you actively participate in the listed events and share this information with your colleagues and students.

Please remember to [click here](#) and check out the electronic Spring 2019 Cultural Diversity Events Calendar as new events may be added and/or are subject to change.

Thank you,

Office of Diversity & Equity

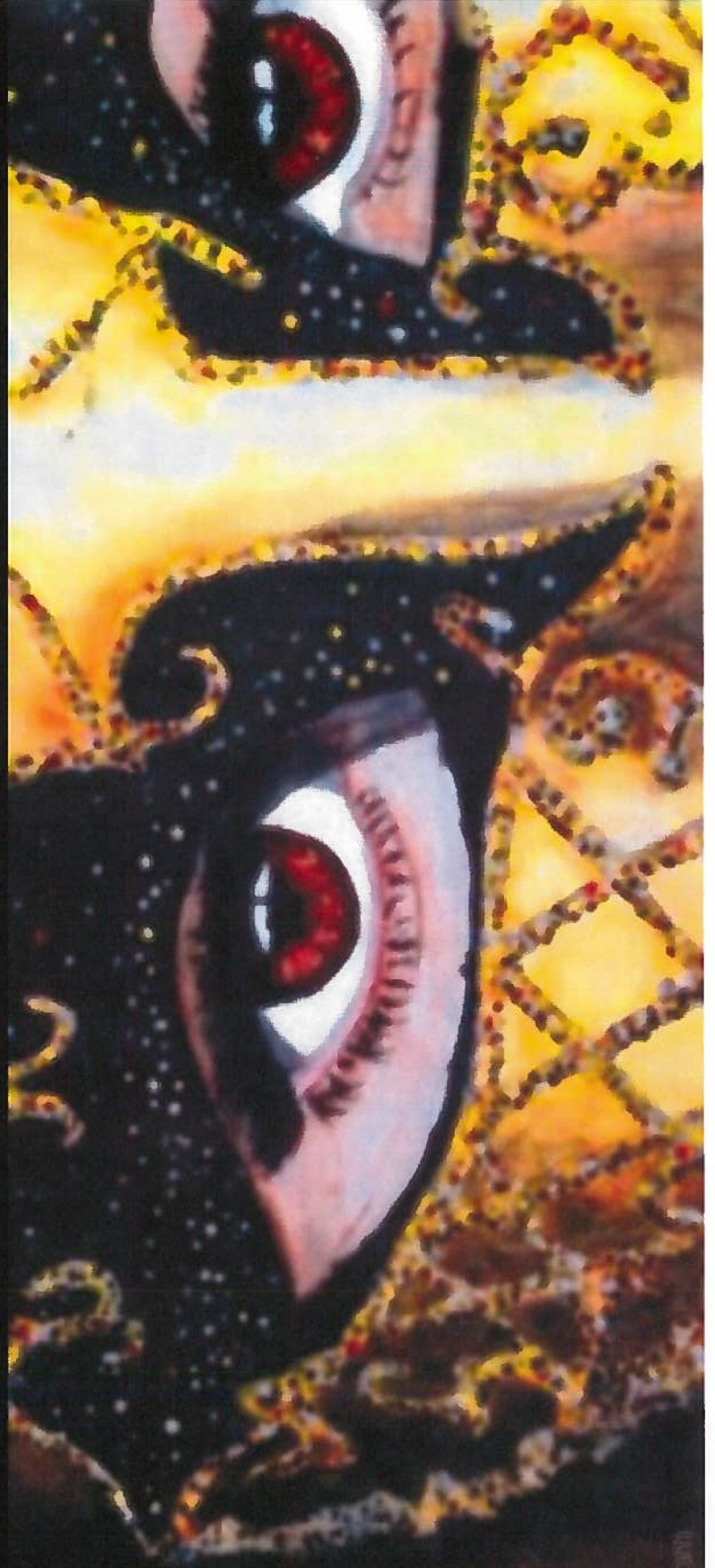
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THE GALLERY

A Student-Created Art Exhibit on Sexual Violence
Monday, April 22nd 6:00-10:00pm



IT'S ON
US

Photo: My Visual Craft



The Gallery

An Art Exhibit on Sexual Violence

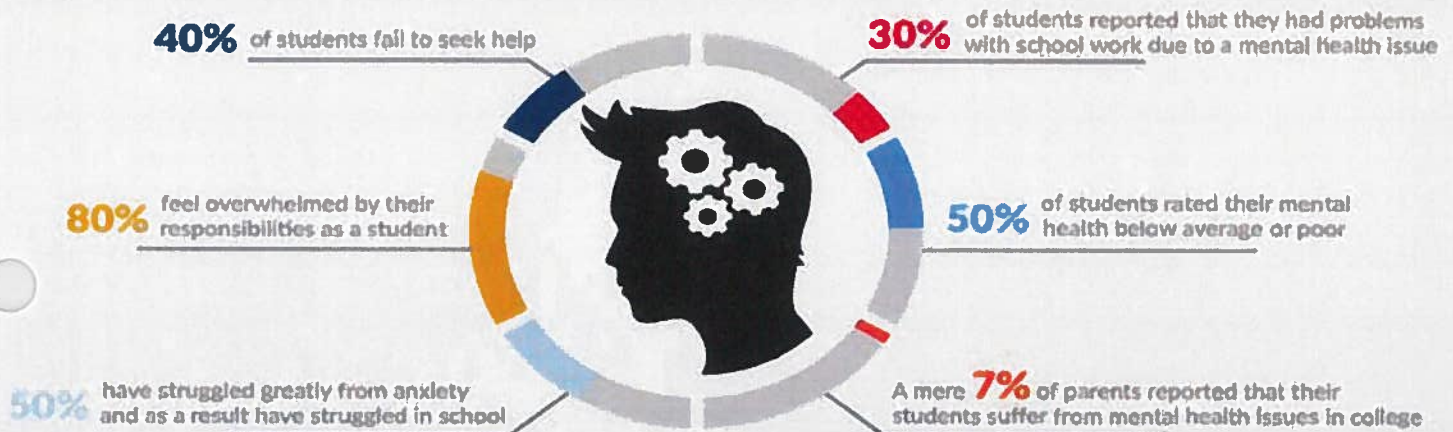
Monday, April 22nd

6 - 10 pm

Westide Campus Center

Mental Health Awareness Town Hall

Tuesday April 23rd, 2019
Midtown Student Center Theatre
4:00 - 5:30 PM



*Stand up to the Stigma and join
us for a conversation about
mental health.*

Featuring a board of panelists including, but not limited to:

- Sharon Guck, CHOICES
- Jesenia Minier-Delgado, Office Of Diversity & Equity
- Rée LeBlanc Gunter, Counseling Center



DENIM DAY

APRIL 24TH,
2019

WEAR JEANS TO SHOW YOUR
PROTEST AGAINST SEXUAL VIOLENCE

DENIM DAY WAS ORIGINALLY CREATED IN PROTEST OF AN ITALIAN SUPREME COURT RULING WHERE THE JUSTICES BELIEVED A RAPE VICTIM'S TIGHT JEANS IMPLIED CONSENT. WE WEAR DENIM ON APRIL 24TH TO DISPEL HARMFUL MYTHS ABOUT SEXUAL VIOLENCE AND SURVIVORS.

CONTACT: ANN.RL@WCOGD.ORG

sewing families and the community
WOMEN'S CENTER
since 1975

Section Q

Element No. 17

CONCLUDING STATEMENT


Sec. 46a-68-94

CONCLUDING STATEMENT

As President, and appointing authority of Western Connecticut State University ("WCSU" or "University"), I acknowledge that the ultimate responsibility for promoting and enforcing affirmative action rests with me, who shall account for the success or failure of the WCSU Affirmative Action Plan.

I have read the WCSU Affirmative Action Plan. The contents accurately reflect the status of Affirmative Action at the University to the best of my knowledge. I acknowledge that every good-faith effort to achieve the objectives and goals set forth in the plan has been made.

Additionally, I attest that the University's Chief Diversity Officer reports directly to me.



Dr. John B. Clark
President

7-29-19
Date