HEO SCREENING COMMITTEE

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Leg.001 - HEO Screening Committee

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HEO SCREENING COMMITTEE:

Basis of Committee:

The College HEO Committee was established on the basis of the "Guidelines Regarding Recruitment and Appointment to HEO Series Positions (Guidelines)" promulgated by the Office of the Vice Chancellor for Faculty and Staff Relations (OFSR). These guidelines were approved by the Board of Trustees of the City University of New York.

Charge of the Committee:

The committee reviews and recommends for approval all position classifications, reclassifications and salary step awards in the HEO series.

Committee Makeup:

OFSR Guidelines define this Committee as being constituted of a group of senior administrators at the College appointed by the President. It is recommended that the College Affirmative Action Officer and the Labor Designee be appointed to the committee in an ex officio capacity. The College Director of Human Resources must be an ex officio member of the committee. These ex officio members will be non voting members. Other than the above requirements, the size and makeup of the committee is at the discretion of the President.

Committee Membership:

The John Jay College HEO Screening Committee will be constituted as follows: The six college Vice Presidents, the Counsel to the President, and one representative from the Higher Education Officer series of at least the rank of full HEO and at the top of the full HEO salary scale. In regards to the one appointment from the Higher Education Officer Series, the HEO Council (or its Executive Committee) provides 3 names to the President for consideration and selection. Additionally, the Affirmative Action Officer and the Dean for Human Resources / Labor Designee will serve as non voting ex officio members of the Committee.

Committee Meetings:
This Committee will have two standing Committee sessions (a session may require one or more meetings) each year. One meeting will come on the heels of the HEO evaluation process at which point step increases will be considered. The second meeting will be convened to consider reclassification issues.

**How actions (merit steps/reclassification) move through the process:**

Below is an outline of the process the Committee will adhere to for the advancement of proposed HEO actions.

1. Most actions would begin at the departmental level as a discussion between the immediate supervisor and employee. The immediate Supervisor may choose to initiate a formal "proposed action" for consideration through their Vice President. The President and each Vice President may also initiate a proposed action.

2. Recommendations would be advanced to the appropriate Vice President for consideration. The Vice President would consider the merits of the request as well as budgetary implications. At this point the Dean for Human Resources would be consulted in order to assure that the proposed action is in conformity with those standards and criteria set out in the Guidelines established by OFSR.

3. Vice Presidents may advance actions they think meritorious to the College HEO Screening Committee.

4. The College HEO Screening Committee would deliberate on the merits of each proposed action.

5. The College HEO Screening Committee votes on each action. A simple majority approval of all voting members is required to secure Committee approval. The Committee will then advance their recommendations to the President for a final, campus based, decision.

6. All actions approved by the President are advanced to OFSR for review and approval by the Board of Trustees.