



State University of New York

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Memorandum to Presidents

Date: January 8, 1974

Vol. 74 No. 1

From: Office of the Executive Vice Chancellor

Subject: Affirmative Action Officers

In a recent meeting with the Budget Division, we received approval for the establishment of the position of Affirmative Action Officer, to lead the equal employment opportunity effort on each campus. It is thus possible to legitimize in this position appointments which, until now, could be made only by borrowing some other title to perform the function. Now we are assured that reclassifications of existing positions assigned to this function, or other vacant positions, will be honored promptly by the Budget Division when requested.

Because of the importance of the equal employment opportunity effort, the position of Affirmative Action Officer will be assigned to PRP grade 5 at the University Centers and the Health Science Centers, and to PRP grades 4 and 3, as appropriate, at other campuses, subject to individual campus budget capacity. As you place this position in your organizational structure, I ask that you do so in a way that clearly indicates your personal support of the program and that takes into account the fact that personnel officers generally do not have full responsibility for recruiting members of the faculty and professional staff. Please understand that the Division of the Budget has cooperated with us in taking this action in order to help the University improve its total response to an urgent matter of National and State policy.

Several main responsibilities can be outlined in brief for the position. The first obligation is to develop an effective affirmative action plan for the campus. Next is the responsibility of getting the plan implemented on the campus as quickly and completely as possible. Finally, there is the continuing responsibility of developing information and contacts on the availability and sources of potential minority and female candidates for employment on campus. Many ancillary obligations and functions flow from these requirements, which call for exceptional and special talents.

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In order to provide an effective and orderly means for establishing these positions in legitimate titles, please send Kenneth MacKenzie the item number and title of the position which you are now using to fulfill this function, and which you would wish to reclassify to the new Affirmative Action Officer title. Or instead, if you wish to convert an existing vacant professional position to this title, please forward the corresponding information for reclassification of this item. These reclassifications will supersede related requests already submitted as a part of the 1974-75 budget presentation; any future additional staff authorizations in this area will depend on evaluation of the campus Affirmative Action Plan.

When we have the information from each campus, we will proceed immediately to seek approval for the reclassifications. Since we are under a severe time deadline, I ask you to respond by January 20.

James F. Kelly
James F. Kelly

cc: Chancellor Boyer

This memorandum addressed to:
Presidents, State-operated campuses
Copies for information only sent to:
Presidents, Community Colleges