CUNY Employee Guide to Self-Identification

What is self-identification?

CUNY periodically surveys faculty and staff for data on gender, race, ethnicity, veteran, and disability status to comply with federal, state and local equal employment and affirmative action regulations.

How is my self-identification data used?

CUNY and other employers use summary data to prepare annual Affirmative Action and diversity plans, to create statistics, and to respond to governmental audits or requests from legislative or regulatory groups such as the New York City Council, the US Department of Labor, and the US Department of Education.

What if I don't wish to respond?

While we hope you will participate, providing this information is voluntary. Your individual information will be kept confidential and is only available to specifically authorized individuals for creating required reports and analyses. Your supervisor will not see this information and it will not be used in association with any employment decision.

When I complete the Ethnicity section, what will be recorded?

The Ethnicity section has three questions.

Question 1: *"Are you Hispanic or Latino?"* If you select "Yes," Hispanic/Latino is recorded as your ethnicity for reporting purposes.

Question 2: *"What is your Race or Ethnicity?"* Select any that apply.

- Selecting Puerto Rican is recorded as both Hispanic/Latino and Puerto Rican.

- Selecting Italian American is recorded as both White and Italian American.

- In general, other multiple selections are reported in our statistics as "Two or More Races."

Question 3: *"What is your Ancestry or Ethnicity"?* While not a federal requirement, we urge you to consider completing this section. CUNYFirst has a drop-down menu with many choices and you may enter as many as you wish.

Why are Italian-American and Puerto Rican listed in the Ethnicity section?

CUNY's Chancellor designated Italian Americans as a protected group at CUNY in 1976. We collect this data to prepare and monitor a required Affirmative Action Plan for Italian Americans. CUNY has requested data on Puerto Rican status in response to many requests for this information over the past thirty years.

Why is there a separate "Ancestry or Ethnicity" section?

As a public employer in one of the most diverse cities in the world, CUNY receives requests for statistics on the diverse ancestries of our employee population. CUNYFirst ancestry choices use generally accepted, current names of geographic regions and countries. You do not have to be born in a specific region to consider it part of your ancestry. As with the other questions, this section is voluntary.

What about Gender or Gender Identity?	CUNY provides the following gender identification choices: Female, Male, Transgender, Gender Non-Conforming, Non-Binary, Other Gender Not Listed, and Unspecified (you do not wish to respond).
How is information about Disability status and Veteran status used?	CUNY prepares annual Affirmative Action Plans for Veterans and Individuals with Disabilities. This reflects a nationwide effort to create welcoming and inclusive workplaces for all employees. Anyone's disability status may change multiple times over his or her career; we urge you to review and update your selection. You may also indicate that you do not wish to provide this information. Veterans should self-identify even if they are not currently eligible for, or receiving, government Veterans' benefits.
Is completing the Disability survey the same as requesting an accommodation for a disability?	No, but individuals with a disability may request a reasonable accommodation to enable them to perform the essential functions of their job by contacting the Human Resources office at their College or Unit. CUNY's accommodations policy is available at this link: https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/
By indicating I am a Veteran, do I automatically receive benefits?	Protected Veterans may have access to additional employment benefits such as additional points on a Civil Service examination score. Veterans should contact the Human Resources department on their campus for further guidance.

How do I complete the self-identification?	1. Sign on to CUNYFirst.
	
	2. Choose "HR/Campus Solutions" from the Enterprise Menu section.
	
	3. Choose "Self Service", and then choose "Personal Details".
	
	4. Visit the following pages for detailed information and instructions:
	   a. Ethnic Groups (Ethnicity and Ancestry)
	   b. Veteran Status
	   c. Disability
	   d. Gender Identity
	
	5. Be sure to "Update", "Save" and/or "Submit" as instructed on each screen.
	
	6. You can also update your CUNY Alert preferences, email addresses, telephone numbers, and emergency contact information through the Personal Details menu.

CUNY's Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

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.