



58>I B7H: 57I @HM POSITION REQUEST FORM

FY 20____ - 20____

SECTION I: COMPLETED BY THE HIRING DEPARTMENT
(Search will begin ONLY after department/division receives an e-mail with an attached fully signed Position Request Form from Human Resources)

Hiring Department: _____ Requested Salary/Range: _____
Proposed Payroll Title: _____

1a. If this is a new position, submit with this request, a detailed justification.
1b. If this is a replacement position, complete the following:
Name of Previous/Current Employee: _____
Payroll Title: _____
1c. For ALL positions, complete the following:
Funding Source: _____ Proposed Appointment Date: _____

Name of Department Chair Signature Date

Name of Provost Office Designee Signature Date

APPROVED: YES NO APPROVED: YES NO APPROVED: YES NO

AVP for Finance AVP for Administration President

If approved, Budgeted Amount: \$ _____

SECTION III: COMPLETED BY HUMAN RESOURCES

Effective Date: _____ CUNYFirst Position Number: _____

Name of Human Resources Designee Signature Date