



FULL-TIME POSITION REQUEST FORM

FY 20____ - 20____

Position Request # _____

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

Hiring Department: _____ Requested Salary/Range: _____

Proposed Payroll Title: _____

Proposed Functional Title: _____

Do you intend to appoint a substitute or temporary employee while the search is being conducted? YES NO

1a. Submit with this request, a detailed justification, an organizational chart, and a job description.

1b. If this is a replacement position, complete the following:

Name of Previous/Current Employee: _____

Payroll Title: _____ Functional Title: _____

1c. For ALL positions, complete the following:

Funding Source: _____ Proposed Appointment Date: _____

Name of Department Chair/Director Signature Date

Name of Vice President/Dean Signature Date

APPROVED: YES NO

APPROVED: YES NO

APPROVED: YES NO

VP for Finance

AVP for Administration

President

If approved, Budgeted Amount: \$ _____

SECTION III: COMPLETED BY HUMAN RESOURCES

Job Posting ID: _____ Effective Date: _____ CUNYFirst Position Number: _____

Name of Human Resources Designee Signature Date