

FULL-TIME POSITION REQUEST FORM

FY 20_____ - 20____

	Position Request #	
SECTION I: COMPLETED BY THE HIRING DEPART (Search will begin ONLY after department/division receives	TMENT an e-mail with an attached fully signed Full-Time Position Requ	uest Form from Human Resources)
Hiring Department:	Requested Salary/Range:	
Proposed Payroll Title:		
Proposed Functional Title:		
Do you intend to appoint a substitute or temporar	ry employee while the search is being conducted?	YES NO
1a. Submit with this request, a detailed justifi	ication, an organizational chart, and a job descript	ion.
1b. If this is a replacement position, complete	the following:	
Name of Previous/Current Employee:		
Payroll Title:	Functional Title:	
1c. For <u>ALL</u> positions, complete the following:		
Name of New Hire:		
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 AI	PPROVED: YES NO
VP for Finance	AVP for Administration	President
If approved	d, Budgeted Amount: \$	
SECTION III: COMPLETED BY HUMAN RESOURCE	ES	
lob Posting ID: Effect	tive Date: CUNYFirst Pos	ition Number:
Name of Human Resources Designee	Signature	