

FULL-TIME 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 Full-Time Position Request Form from Human Resources) Hiring Department: _____ Requested Salary/Range: _____ Proposed Payroll Title: _____ Proposed Functional Title: Proposed Appointment Date: _____ YES NO NO Do you intend to appoint a substitute or temporary employee while the search is being conducted? 1a. Detailed justification 1b. If this is a replacement position, check one and complete the following: Name of Previous/Current Employee: Payroll Title: _____ Functional Title: 1c. Submit with this request an organizational chart, and a job description. Name of Department Chair/Director Signature Date Name of Vice President/Dean Signature Date _____ If approved, Maximum annual salary:_____ APPROVED: YES **Budget Office** APPROVED: YES NO **Human Resources** SECTION III: COMPLETED BY HUMAN RESOURCES Job Posting ID: _____ Effective Date: ____ CUNYFirst Position Number: _____ Name of Human Resources Designee Signature Date