

**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 the Budget Office)*

Hiring Department: \_\_\_\_\_ Requested Salary/Range: \_\_\_\_\_

Proposed Payroll Title: \_\_\_\_\_ Proposed Functional Title: \_\_\_\_\_

Do you intend to appoint a substitute/temporary/acting employee while the search is being conducted?  YES  NO**1a. If this is a new position, attach a memo of justification, an organizational chart, and a job description.****1b. If this is a replacement position or a request to reclassify, complete the following:**

Current Employee: \_\_\_\_\_ Payroll Title: \_\_\_\_\_ Functional Title: \_\_\_\_\_

**1c. For ALL positions, complete the following:**

Funding Source: \_\_\_\_\_ Proposed appointment date: \_\_\_\_\_

Signature of Dept. Chair/Director and Ext.: \_\_\_\_\_

**APPROVALS FOR ALL POSITIONS IN ACADEMIC AFFAIRS** Approved (forward to Provost) Signature of Dean/Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved (return to department) Approved (forward to H.R.) Signature of Provost: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved (return to Dean/VP)**APPROVALS FOR ADMINISTRATIVE DIVISIONS (i.e. Administration, ITR, Institutional Advancement and Student Affairs)** Approved (forward to H.R.) Signature of Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved (return to department)**SECTION II: COMPLETED BY DIVISION OF ADMINISTRATION AND FINANCE**

FAS/CUNY First#: \_\_\_\_\_ Position Code: \_\_\_\_\_ Earliest Appointment Date: \_\_\_\_\_

Budgeted Amount: \$ \_\_\_\_\_ Cash Required: \$ \_\_\_\_\_

 Approved Signature of Human Resources: \_\_\_\_\_ Last day on payroll as determined by H.R. \_\_\_\_\_  
 Not Approved (only if position is a replacement) Approved Signature of Budget Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved Approved Signature of Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved Approved (forward to President) Signature of VP of Administration & Finance: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved (return to VP/Provost)**SECTION III: PRESIDENTIAL APPROVAL** Approved (forward to Budget) Signature of the President: \_\_\_\_\_ Date: \_\_\_\_\_  
 Not Approved (return to VP of Adm. & Fin. & Budget)