



# 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: \_\_\_\_\_

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
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_____ Name of Vice President/Dean	_____ Signature	_____ Date
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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**

Job Posting ID: \_\_\_\_\_ Effective Date: \_\_\_\_\_ CUNYFirst Position Number: \_\_\_\_\_

_____ Name of Human Resources Designee	_____ Signature	_____ Date
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