JOHN JAY COLLEGE OF CRIMINAL JUSTICE

HEO/CLASSIFIED STAFF COMMITTEE
ACTION REQUEST FORM

Action(s) Requested:

- ☐ Fill New Position
- ☐ Fill Vacant Position
- ☐ Substitute Appointment

- ☐ Appointment from a Search
- ☐ Reclassification
- ☐ Reorganization

- ☐ Functional Title Change
- ☐ 1 Step Merit   ☐ 2 Step Merit
- ☐ OTHER _____

Background Information:

Candidate Name: _____

Department: _____

Current Title: _____

Proposed Title: _____

Current Salary: _____

Proposed Salary: _____

Justification: _____

Divisional VP's Signature _____   **Date** _____

Attachments:

		PVN/Job Description	Current	Proposed
CDO's Approval (if applicable)	☐		☐	☐
Resume	☐	**Organization Charts**	☐	☐

Committee Action: _____

VOTE: **Yes** _____   **No** _____   **Abstain** _____

Date _____

_____
Signature of Committee Chair