

58>I B7H: 57I @HMPOSITION REQUEST FORM

	FY 20 20_		Position Request #
SECTION I: COMPLETED BY THE HIRING DEPART (Search will begin <u>ONLY</u> after department/division receives a		signed ° 7	Position Request Form from Human Resources)
(Search win begin ONE) after department/division receives a	an e-mail with an attached runy	Signed 7	Position Request Porm from Human Resources)
Hiring Department:	Request	ed Salary/Range:	
Proposed Payroll Title:			
1a. If this is a new position, submit with this re	equest, a detailed justifica	ation.	
1b. If this is a replacement position, complete	the following:		
Name of Previous/Current Employee:			
Payroll Title:			
1c. For <u>ALL</u> positions, complete the following:			
Funding Source:	Prop	osed Appointment	Date:
Name of Department Chair		gnature	Date
Nume of Department endi	5.	Shatare	Dute
Name of Provost Office Designee	c;	gnature	Date
Name of Provost Onice Designee	IC	gnature	Date
APPROVED: YES NO	APPROVED: YES	NO	APPROVED: YES NO
	_	_	
VP for Finance	AVP for Administ	ration	President
If approved	, Budgeted Amount: \$		_
SECTION III: COMPLETED BY HUMAN RESOURCE	ES		
Effective Date: CUNYFirst Position Number:			
Effective Date:		CONTRIST POSITI	
Name of Human Resources Designee		gnature	Date
		5.101010	Dute