

Instructional Staff Action Request Form

SECTION I

PROPOSED ACTION

Selected Candidate: _____ Office/ Department: _____

Action

- Appointment from Search
Job ID # _____
- Substitute Appointment
- Merit Increase
- Reclassification
- Change in Functional Title

Attachments

CV, CUNYfirst Job Posting, Proposed Organization Chart, Conditional Offer Letter of Employment, 3 Letters of Recommendation, Professional References Verification Forms, Employment Application

CV, CUNYfirst Job Posting, Conditional Offer Letter of Employment, Employment Application

Justification Memo, Current Evaluation
One Step ____ Two Step ____ Other ____ (Indicate # of Steps)

Justification Memo, Current/Proposed Duties, Current/Proposed Organization Charts, Current Evaluation
One Step ____ Two Steps ____ Other ____ (Indicate # of Steps)

Current/Proposed Duties, Current/Proposed Organization Charts

(Indicate all that apply)

Current Payroll Title: _____

Current Functional Title: _____

Current Salary: _____

Proposed Payroll Title: _____

Proposed Functional Title: _____

Proposed Salary: _____

Requested Effective Date: _____

Reporting To: _____

SECTION II

APPROVALS

Department Chair/Director	_____	_____
	Signature	Date
Dean/Vice President/AVP	_____	_____
	Signature	Date
Deputy Director, Human Resources	_____	_____
	Signature	Date
Diversity & Compliance Officer	_____	_____
	Signature	Date
Chief of Staff	_____	_____
	Signature	Date
Provost	_____	_____
	Signature	Date
President	_____	_____
	Signature	Date