



ADJUNCT FACULTY POSITION REQUEST FORM

FY 20____ - 20____

Position Request # _____

SECTION I: COMPLETED BY THE HIRING DEPARTMENT
(Search will begin ONLY after department/division receives an e-mail with an attached fully signed Adjunct Faculty Position Request Form from Human Resources)

Hiring Department: _____ Requested Salary/Range: _____

Proposed Payroll Title: _____

1a. If this is a new position, submit with this request, a detailed justification.

1b. If this is a replacement position, complete the following:

Name of Previous/Current Employee: _____

Payroll Title: _____

1c. For ALL positions, complete the following:

Name of New Hire: _____

Funding Source: _____ Proposed Appointment Date: _____

_____ Name of Department Chair	_____ Signature	_____ Date
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_____ Name of Provost Office Designee	_____ Signature	_____ Date
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APPROVED: YES NO

APPROVED: YES NO

APPROVED: YES NO

VP for Finance

AVP for Administration

President

If approved, Budgeted Amount: \$ _____

SECTION III: COMPLETED BY HUMAN RESOURCES

Effective Date: _____

CUNYFirst Position Number: _____

_____ Name of Human Resources Designee	_____ Signature	_____ Date
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