JOHN JAY COLLEGE OF CRIMINAL JUSTICE

FULL-TIME POSITION REQUEST FORM

FY 20_____ - 20_____

Position Request # _____

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:

Name of New Hire: _____

Funding Source: _____   Proposed Appointment Date: _____

_____
Name of Department Chair/Director

_____
Signature

_____
Date

_____
Name of Vice President/Dean

_____
Signature

_____
Date

APPROVED: ☐ YES ☐ NO   APPROVED: ☐ YES ☐ NO   APPROVED: ☐ YES ☐ NO

_____
VP for Finance

_____
AVP for Administration

_____
President

If approved, Budgeted Amount: $_____

Job Posting ID: _____   Effective Date: _____   CUNYFirst Position Number: _____

_____
Name of Human Resources Designee

_____
Signature

_____
Date

CC: Department, Budget, HR   07/10/2024

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Section III: Position Justification (Completed by Position Requestor)

Please provide information to below to help establish the priority of the request:

1) Immediate need: (How long can the position remain vacant)

2) The positions impact on student success or organization support:

3) Unique skills required for this position

4) Impact on the Strategic Plan

5) What is the funding source

6) What impact does this position have on health and safety, potential revenue, decreased customer service, or operational efficiency

7) What impact does this position have on the workload of others in the department