

# Appointment/Recruitment Request Form for Part-Time Positions

(College Assistants, Non-Teaching Adjuncts, Hourly Classified Civil Service Employees)

## Section A: Appointment Request Information (Must be completed by the requesting department)

(Complete Section "A" and forward form and attachments to [HRB@gc.cuny.edu](mailto:HRB@gc.cuny.edu))

- Requested by: \_\_\_\_\_  
Name & Title of Department Head
- Email: \_\_\_\_\_ Phone: \_\_\_\_\_
- Business Unit: \_\_\_\_\_ Department/Program: \_\_\_\_\_
- Title Requested: \_\_\_\_\_ Supervisor name: \_\_\_\_\_
- Is this a request to recruit a replacement for an existing position? Yes No  
If yes, position was formerly held by: \_\_\_\_\_  
Who has been: On Leave for \_\_\_\_ months, Promoted, Resigned, Retired (check one)
- Is this a request for a new position? Yes No  
If yes, how will the position be funded?  
Funded by new tax-levy allocation  
GC allocation or Central Office allocation  
Funded by a grant  
Repurposing of existing tax-levy allocation to eliminate a position and create a new one
- This position is during the Day or Night (check one)
- Hourly Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- \_\_\_\_\_ hours per semester, or \_\_\_\_\_ hours per year
- Will the incumbent have fiscal authority of over \$10,000? Yes No
- Will the incumbent work in programs with minors? Yes No

This request is approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President/Dean/Provost/President

### The following documents must be attached to this form:

1. Justification memorandum which includes an explanation as to:
  - a. the need for the position, and
  - b. how the program/department will pay for the new salary without exceeding its budget
2. A proposed job description
3. A list of venues for external advertising (if applicable)

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## SECTION B: Budget & HR Offices Review and Approval

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director of Human Resources

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Finance/Budget Officer