



LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

PERSONNEL REVIEW COMMITTEE REQUEST FORM

Action(s) Requested:

Fill New Position	Appointment from a Search	Functional Title Change
Fill Vacant Position	Reclassification	1 Step Merit 2 Step Merit
Substitute Appointment	Reorganization	Other <input type="text"/>

Background Information:

Proposed Candidate _____

Department _____

Division _____

Current Title Information

Functional Title _____

Contract Title _____

Salary _____

Proposed Title Information

Functional Title _____

Contract Title _____

Salary _____

Justification:

VP or Dean's Signature _____

Date _____

Attachments:

Current Proposed

Affirmative Action Approval

CUNYFirst Job Description

Resume

Organization Chart

Personnel Review Committee Action:

VOTE:

Yes

No

Abstain

Personnel Review Committee, Chair

Date