



# 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