



# 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