The Hiring Justification Form has been revised and is renamed the **HIRING BUDGET JUSTIFICATION FORM**. The purpose of this revision is to assist the Requestor in clearly outlining their need for a position and to insure there is an understanding of the expense implication associated with each request. The FORM will facilitate requests for actions related to:

- Begin Recruitment for a new position and to backfill a vacancy;
- Hire After Search for a new position and to backfill a vacancy; and
- Reclassification of a position

It is required that the Requestor discuss their request with their Cabinet Member prior to submitting the FORM. Submitting a request expeditiously will allow sufficient time for the review process and help insure that critical positions do not remain vacant/open, causing service gaps or lags which would adversely affect the student population or college community. The FORM is fillable with digital signature capabilities through Adobe Acrobat and should be submitted electronically.

At no point during the review process should there be an assumption of approval. Final approval or denial of each request will be determined by the President. The Offices of Human Resources, Compliance and Diversity Programs, Budget, etc. will take no action in the recruitment, onboarding, ePAF, etc. processes until a final decision has been communicated.

A Requestor may be:
- Assistant Vice President/Dean
- Director/Executive Director
- Department Chair/Program Head
- Vice President

The President’s Cabinet Members are:
- Adam Rockman, Vice President for Student Affairs
- Elizabeth Hendrey, Vice President and Provost for Academic Affairs
- Jay Hershenson, Vice President for Communications and Marketing
- Richard Alvarez, Vice President for Enrollment Management and Student Retention
- William Keller, Vice President for Finance and Administration
- Glenda Grace, Assistant Vice President, Chief of Staff and General Counsel
- Jeffrey Rosenstock, Assistant Vice President for Communications and External Affairs and Government Relations
- Laurie Dorf, Assistant Vice President for Institutional Advancement
- Odalys Diaz-Pineiro – Deputy Chief of Staff

**BEGIN RECRUITMENT – NEW POSITION AND BACKFILL (VACANCY)**

- **This FORM is the first step in the recruitment process and is required for ALL FULL TIME, PART TIME AND SUBSTITUTE POSITIONS. (PART TIME EXEMPTIONS ARE LISTED BELOW)**
- The Requestor completes the FORM providing all relevant position details including the service impact to the students and college community should the position remain vacant.
- When requesting to fill a vacancy/backfill a position, include the previous incumbent’s details and the nature of the separation.
- When all required information has been entered, the Requestor will electronically forward the Form along the workflow approval path as follows:
  - Requestor → Dean/Division Head → Cabinet Member → Budget Office → President
- An administrative review, which will include budget availability, will be conducted and if the action receives a positive recommendation, it will move to the President for review. The Finance Division will communicate with the Cabinet Member should the action not pass budget check. The President’s final decision will be communicated by the Budget Office to the appropriate Cabinet Member and the Offices of Human Resources and Compliance and Diversity Programs.
- The Cabinet Member will advise the Dean/Division Head or the department of the decision.
- If the request is approved, the appropriate recruitment process may begin.
HIRE AFTER A SEARCH – NEW POSITION AND BACKFILL (VACANCY)

- Once a candidate has been identified, the Requestor will resubmit the FORM which will include the proposed candidate’s name and salary information.
- Any changes to the original request that was previously approved should be clearly identified at this step.
- Changes include, but are not limited to, salary, title, job responsibilities, etc.
- When all required information has been entered, the Requestor will electronically forward the Form along the workflow approval path as follows:
  - Requestor → Dean/Division Head → Cabinet Member → Budget Office → President
- An administrative review, which will, again, include budget availability, will be conducted and if the action receives a positive recommendation, it will move to the President for review. The Finance Division will communicate with the Cabinet Member should the action not pass budget check. The President’s final decision will be communicated by the Budget Office to the appropriate Cabinet Member and the Offices of Human Resources and Compliance and Diversity Programs.
- The Cabinet Member will advise the Dean/Division Head or the department of the decision.
- If the request is approved, the appropriate documentation, ePAF, onboarding, etc. may begin.

RECLASSIFICATION

- A consultation with the Office of Human Resources is absolutely required prior to submitting the FORM.
- After the review with HR, the Requestor will complete and electronically forward the form along the workflow approval path as follows:
  - Requestor → Dean/Division Head → Cabinet Member → Budget Office → President
- An administrative review, which will include budget availability, will be conducted and if the action receives a positive recommendation, it will move to the President for review. The Finance Division will communicate with the Cabinet Member should the action not pass budget check. The President’s final decision will be communicated by the Budget Office to the appropriate Cabinet Member and the Offices of Human Resources and Compliance and Diversity Programs.
- The Cabinet Member will advise the Dean/Division Head or the department of the decision.
- If the request is approved, the appropriate documentation, ePAF, etc. may begin.

PART TIME TITLES

<table>
<thead>
<tr>
<th>Title</th>
<th>Required</th>
<th>Exempt</th>
</tr>
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<tbody>
<tr>
<td>Adjunct College Laboratory Technician ALL TITLES</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Adjunct Instructional ALL TITLES</td>
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<td>X</td>
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<tr>
<td>Broadcast Associate</td>
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<td>X</td>
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<tr>
<td>Campus Security Assistant</td>
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<tr>
<td>College Assistant-CUNYCAP</td>
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<tr>
<td>College Assistant-Regular</td>
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<tr>
<td>College Assistant-Tutor, Proctor, Reader, Note Taker</td>
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<tr>
<td>Custodial Assistant</td>
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<tr>
<td>Disability Accommodations Specialist, Hourly</td>
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<td>Graduate Assistant</td>
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<td>IT Associate/Assistant ALL TITLES</td>
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<td>Non-Teaching Adjunct ALL LEVELS</td>
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<tr>
<td>Student Aide</td>
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<td>X</td>
</tr>
</tbody>
</table>

For questions regarding the status of a request, please contact Patricia Signore, Budget Office, Kiely Hall Room 1005, 718.997.5910, budget@qc.cuny.edu.
For questions regarding electronic submission of the form or to schedule an appointment for Adobe training, contact Tanya Ross, Finance & Administration, Kiely Hall Room 1004 718.997.5776/5557, VPFA@qc.cuny.edu