Instructions for Initiating Non-Teaching Instructional Staff Actions

Reclassifications/Functional Title Changes/Merit Increase Requests:
1. Supervisor or Employee completes QC’s Non-Teaching Instructional Staff Action Form (which can be found on QC’s HR website – under “forms”).
2. Completed form and required documents (specified on the Non-Teaching Instructional Staff Action form) are submitted electronically to QC’s HR (HRactions@qc.cuny.edu) for review.
3. HR sends all materials to HEO.Committee@qc.cuny.edu and cc’s the person who submitted the materials in step 2.
4. Submitted materials will then be distributed to the HEO Screening Committee members for review and will be discussed/voted on at the next HEO Committee Meeting.
5. Recommendations will be forwarded to the QC President.
6. President’s recommendation is forwarded to HR for submission to Central Office.
7. Note: Attendance at HEO Screening meetings is no longer required. Supervisors/Employees will be contacted if the committee requests further information/clarification.

Appointments from a Search and Substitute Appointments:
1. Supervisor reaches out to HR for guidance on proceeding after a successful candidate has been identified.
2. Supervisor downloads and completes QC’s Non-Teaching Instructional Staff Action Form.
3. Completed form and any required documents (specified on QC’s Non-Teaching Instructional Staff Action Form) are submitted electronically to QC’s HR (HRactions@qc.cuny.edu) for review.
4. HR sends all materials to HEO.Committee@qc.cuny.edu and cc’s the person who submitted the materials in step 2.
5. Submitted materials will be reviewed by the HEO Screening Committee as they are submitted and voting will take place electronically.
6. Recommendations will be forwarded to the QC President.
7. President’s recommendation regarding search appointments is forwarded to HR for final processing and substitute appointments are submitted to Central Office for approval.
8. Note: Supervisors are no longer required to attend HEO Screening meetings. Supervisors will be contacted if the committee requests further information/clarification.