



# Non-Teaching Instructional Staff Action Form (HEO, CLT, RA)

Nov 2019

Have you completed a Hiring Budget Justification Form? Yes      No

With the exception of self-nomination reclassifications, all H.R. actions require an approved Hiring Budget Justification Form.

## Action Being Requested

- |                                |                             |
|--------------------------------|-----------------------------|
| Appointment from a Search      | Reclassification            |
| Substitute Appointment         | Merit Increase              |
| Position requiring a search    | Promotion (CLT series only) |
| Position of a temporary nature | Other: (specify)            |
| Functional Title Change        |                             |

## Appointment Information

Candidate's Name	Supervisor
Department/Office Current	
Payroll Title	Proposed Payroll Title
Current Functional Title	Proposed Functional Title
Proposed Annual Base Salary	Proposed Effective Date

### **INDIVIDUAL REQUESTING THIS H.R. ACTION**

I certify that the above information is true, and that I have complied with all applicable instructions and policies of Queens College and CUNY to the best of my knowledge and belief.

Name of Requestor

Signature

Date

### **COLLEGE PERSONNEL OFFICER/ HUMAN RESOURCES OFFICE APPROVAL**

Name of College Personnel Officer

Signature

Date

### **CHAIR OF HEO SCREENING / CLT REVIEW COMMITTEE APPROVAL**

Chair of the HEO Screening / CLT Committee

Signature

Date

### **COLLEGE PRESIDENT/ PRESIDENT'S DESIGNEE APPROVAL**

Name of College President/ President's Designee

Signature

Date

**CHIEF DIVERSITY OFFICER APPROVAL (RECLASSIFICATIONS ONLY)**

Name of College Chief Diversity Officer

Signature

Date

Office of Compliance and Diversity Programs (OCDP) Required Information for Appointments from a Search Only:

Names of all other Candidates Interviewed for Current Position

Interviewed  
Only

Interviewed and  
made Job Offer

Additional Required Documentation:

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**For Appointment from a search / Substitute Appointment please attach:**

The job description from the posting

Two organization charts showing all payroll titles of all employees in the department - the first showing the current status with the position being vacant and the second organization chart showing the proposed status with the candidate in the position

The candidate's resume

Please be reminded that substitute appointments to fill a non-teaching instructional staff position during a search may be made for a maximum of two (2) consecutive six-month periods. An approved job posting in CUNYfirst must accompany the request for approval for the second substitute appointment.

**For Reclassification (for HEOs) or Promotion (for CLTs) please attach:**

A justification letter indicating why the employee should be reclassified (HEOs) or promoted (CLTs). It should either show that over a period of time, the employee has taken on additional responsibilities that are at a higher level, or it should show that there is a reorganization in the department that warrants the reclassification of the employee.

Two organization charts showing all payroll titles of all employees in the department - the first showing the current status with the employee being in their current title and the second showing the proposed status with the employee being in the higher title

Two job descriptions – i.e., the employee's current job description and the proposed job description which should show the employee's increase in job functions. They should be on job description templates which can be found in CUNYfirst.

The employee's updated resume

**For Functional Title Change for HEO's please attach:**

A justification letter indicating why the employee's functional title is changing

Two organization charts showing all payroll titles of all employees in the department - the first showing the current status and the second showing the proposed status with the employee in the new function

Two job descriptions – i.e., the employee's current job description and the proposed job description. They should be on job description templates which can be found in CUNYfirst.

The employee's updated resume

**For Merit Increases please attach:**

A justification memo explaining why the merit increase is being requested and the amount of the increase

Organization Chart

Job description



### **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](mailto:HRactions@qc.cuny.edu)) for review.
3. HR sends all materials to [HEO.Committee@qc.cuny.edu](mailto: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](mailto:HRactions@qc.cuny.edu)) for review.
4. HR sends all materials to [HEO.Committee@qc.cuny.edu](mailto: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.