



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

October 2023

Have you received Budget Review Committee approval? Yes No

With the exception of self-nomination reclassifications, all H.R. actions require approval from the Budget Review Committee.

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 |
| Current 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

CHIEF HUMAN RESOURCES OFFICER/ HR OFFICE APPROVAL

Name of Chief HR 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:

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 “[Additional 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 members of the HEO Screening Committee *and* cc's the person who submitted the materials in step 2.
4. Submitted materials will then be reviewed and discussed/voted on at the next HEO Screening 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 members of the HEO Screening Committee *and* cc's the person who submitted the materials in step 2.
5. 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.