KINGSBOROUGH IS CUNY

DATE: _____

JOB ID # : _____

Full-Time Search Authorization Form

PLEASE PRINT CLEARLY

SECTION I. – TO BE COMPLETED BY THE HIRING DEPARTMENT (Incomplete Forms *will not* be Processed)

The Hiring Manager should complete Sections I and III before forwarding to the Division/Area Supervisor for approval.

Hiring Manager's Name _____ Hiring Manager's Ext. # _____

Job Code _____ Functional Title _____

Payroll/Contract Title # ---------- Payroll/Contract Title Description ----------Click on Arrow---------->

Department Code ---------- Department Assigned/Charged to ----------Click on Arrow---------->

Division/Area _____

Position Reports to Name _____ Position Reports to Position # _____

Salary Range from $_____ to $_____ FLSA: Exempt ☐ Non-Exempt ☐

Indicate if Special Funding ☐ No ☐ Yes If yes, specify source _____

Check if this is a **new position** ☐

If this is a **replacement position**, indicate name of previous incumbent: _____

Date Last Worked _____ Salary $_____ Payroll/Contract Title _____

Position # of Incumbent _____

Reason/Justification

Please attach **(1) an organizational chart (2) campus specific duties, if any.**

SECTION II. – APPROVAL OF PROVOST, VICE PRESIDENT OR DEAN

Requires Signature of Administrator of Division/Area Named in Section I

☐ Approved ☐ Not Approved Date _____ _____

Provost, Vice President or Dean

FOR BUDGET USE ONLY

Account	Fund	Dept	MP	Oper Unit	Program	Fnd Src	Spl Init

☐ Approved ☐ Not Approved

Budget Code _____ Budget Line _____ PID# _____

Date _____ Budget Director _____

FOR POSITION COORDINATOR USE ONLY

Position # Approved _____

FAS # _____

SECTION III. – RECRUITMENT PLAN (FOR APPROVAL OF CHIEF DIVERSITY OFFICER)

List the members (at least 3 are required for internal postings; at least 5 are required for external postings) of the Search Committee and designated chair, by EMPLID, Title and Department, gender and ethnicity.

			For CDO Use Only:	
Search Committee Names	***EMPLID***	***Title & Professional Area/Dept***	***Gender***	***Ethnicity***
Chair:			M ☐ F ☐	
			M ☐ F ☐	
			M ☐ F ☐	
			M ☐ F ☐	
			M ☐ F ☐	
			M ☐ F ☐	

External Posting will be advertised on:

KCC website CUNY website mnyscherc.org indeed.com monster.com insidehighered.com

☐ Additional Recruitment Resources (specify)_____

_____ Date _____

Signature of Hiring Manager

☐ Approved _____ Date _____

Chief Diversity Officer

SECTION IV. – APPROVAL PRESIDENT

☐ Approved ☐ Not Approved

Date _____ _____

President