

Full-Time Search Authorization Form

DATE: _____

JOB ID # : _____

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 _____

Department Code _____ Department Assigned/Charged to _____

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 _____

Do you have adequate space, equipment, and furniture for this position? [] Yes [] No **If no, VP/Dean/Division Head must confirm space for position prior to posting.**

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.

Search Committee Names	EMPLID	Title & Professional Area/Dept	For CDO Use Only:	
			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) _____

Signature of Hiring Manager Date _____

[] Approved _____ Date _____
Chief Diversity Officer

SECTION IV. – APPROVAL PRESIDENT

[] Approved [] Not Approved

Date _____

President