



LaGUARDIA COMMUNITY COLLEGE

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

PERSONNEL REVIEW COMMITTEE REQUEST FORM

Action(s) Requested:

Fill New Position	Appointment from a Search	Functional Title Change
Fill Vacant Position	Reclassification	1 Step Merit 2 Step Merit
Substitute Appointment	Reorganization	Other

Background Information:

Proposed Candidate _____

Department _____ Division _____

Current Title Information

Functional Title _____

Contract Title _____

Salary _____

Proposed Title Information

Functional Title _____

Contract Title _____

Salary _____

Justification:

VP or Dean's Signature _____ Date _____

Attachments:

Current Proposed

Affirmative Action Approval

CUNYFirst Job Description

Resume

Organization Chart

Personnel Review Committee Action:

VOTE: Yes ☐ No ☐ Abstain ☐

Personnel Review Committee, Chair

Date