College of Staten Island
The City University of New York

Office of Human Resources
2800 Victory Blvd • Building 1A, Room 201
Staten Island, NY 10314

Telephone 718.982.2379
Fax 718.982.2377

Instructional Staff Action Request Form

SECTION I PROPOSED ACTION

Selected Candidate: _____ **Office/ Department:**_____

Action	Attachments
☐ **Appointment from Search Job ID #_____**	**CV, CUNYfirst Job Posting, Proposed Organization Chart, Conditional Offer Letter of Employment, 3 Letters of Recommendation, Professional References Verification Forms, Employment Application**
☐ **Substitute Appointment**	**CV, CUNYfirst Job Posting, Conditional Offer Letter of Employment, Employment Application**
☐ **Merit Increase**	**Justification Memo, Current Evaluation One Step _____Two Step _____Other_____ (Indicate # of Steps)**
☐ **Reclassification**	**Justification Memo, Current/Proposed Duties, Current/Proposed Organization Charts, Current Evaluation One Step _____Two Steps _____Other _____ (Indicate # of Steps)**
☐ **Change in Functional Title**	**Current/Proposed Duties, Current/Proposed Organization Charts**

(Indicate all that apply)

Current Payroll Title: _____

Current Functional Title: _____

Current Salary: _____

Proposed Payroll Title: _____

Proposed Functional Title: _____

Proposed Salary: _____

Requested Effective Date: _____

Reporting To: _____

SECTION II APPROVALS

Department Chair/Director	_____ **Signature**	_____ **Date**
Dean/Vice President/AVP	_____ **Signature**	_____ **Date**
Deputy Director, Human Resources	_____ **Signature**	_____ **Date**
Diversity & Compliance Officer	_____ **Signature**	_____ **Date**
Chief of Staff	_____ **Signature**	_____ **Date**
Provost	_____ **Signature**	_____ **Date**
President	_____ **Signature**	_____ **Date**