



**CLASSIFIED SERVICE  
STAFF REQUEST & AUTHORIZATION**

Human Resources, Diversity & Inclusion, Haggerty 603, (845) 257-3171 Fax: (845) 257-3621

Date \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_

Department \_\_\_\_\_

Title of position to be filled \_\_\_\_\_

**Please attach a list of the job duties for the position including justification for filling a vacancy.**

Campus Title: \_\_\_\_\_ Budget Title: \_\_\_\_\_

Salary Grade: \_\_\_\_\_ Salary: \_\_\_\_\_ FTE: \_\_\_\_\_ Account: \_\_\_\_\_ Line#: \_\_\_\_\_

Incumbent: \_\_\_\_\_ Date Vacant: \_\_\_\_\_

**REASON FOR VACANCY AND/OR CHANGE**

Temporary Service: \_\_\_\_\_

Resignation: \_\_\_\_\_

Retirement: \_\_\_\_\_

Termination: \_\_\_\_\_

Leave of absence: \_\_\_\_\_

New position\*: \_\_\_\_\_

Reclassification of current position\*: \_\_\_\_\_

**AUTHORIZATION**

Department Chair/Director \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Budget \_\_\_\_\_ Date \_\_\_\_\_

Once the document has been signed by the Dean, please send your completed form to your Vice President or the Provost.

\* All requests to fill a vacancy and requests for new positions or reclassification require approval of the Provost or Vice President of the department. For all requests, please attach the following documents:

- Statement of justification for the request, e.g., new program, increase in students served, etc.
- A list of the job duties for the position.
- An organization chart of the department.

**NOTE:** Human Resources will return requests with incomplete documentation.

Please contact Human Resources for assistance.