



**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, Diversity & Inclusion will return requests with incomplete documentation.

Please contact Human Resources, Diversity & Inclusion for assistance.