



**Budget Approval (only for newly created positions):**

The Office of the Senior Vice President of Administration and Finance [ ] recommends [ ] does not recommend approval for the described newly created position.

**Determination Justification/Comments:** \_\_\_\_\_  
\_\_\_\_\_

**For Approval by the Vice President (or interim/designated representative):**

**Division/Dept:** \_\_\_\_\_ **# of Position(s):** \_\_\_\_\_ **Effective Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Proposed Annual Salary Range:** \_\_\_\_\_ **Salary Budget/Maximum:** \_\_\_\_\_

(\*Please discuss with the Office of Human Resources for union/contract salary information. You must match the proposed salary range with PSC salary schedule.)

**Salary Analysis Form: List comparable staff titles and salary composition(s) as of: 01/ 01/** \_\_\_\_\_ (must include all salary data)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Approval by the College President (only for identified ECP/HEO job postings/advertisements that are direct reports to the Office of the President):**

**Check for approval on:**  National/Regional Advertisements  Print Ad(s)  Other

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**College President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Approval by the Office of Affirmative Action, Compliance and Diversity: (DO NOT FILL IN BEYOND THIS POINT)**

**Search Type:**  National/Regional  CUNY Limited  College Limited  Other (please list below)

**Recruitment/Advertisement Source(s):**

- BCC-CUNY Website/Personnel Announcement
- HERC
- Professional Associations (identify) \_\_\_\_\_
- Ethnic Publications (identify) \_\_\_\_\_
- Websites (identify) \_\_\_\_\_
- Inside Higher Ed
- Chronicle of Higher Education

**Recruitment/Advertisement Type:**  Print Ad(s)  Online Ad(s)  Both (please see below)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

Did the recruitment plan have an attached copy of the job posting(s)/advertisement source(s)?  No  Yes

Did the recruitment plan have an attached salary analysis?  No  Yes

Did the recruitment plan have an attached organizational chart?  No  Yes

Only newly created positions, did the recruitment plan have the attached Budget Approval Form?  No  Yes

**If marked no, return date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Reason for return:** \_\_\_\_\_

**Submission date to Office of HR:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **HR Liaison:** \_\_\_\_\_

**Search Committee: Do you certify a good faith effort for gender/race diversity and inclusiveness present with the search committee:**

No (If checked, please obtain justification from hiring manger)  Yes

**Justification/Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Chief Diversity Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date AA training invite sent:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Charged by:** \_\_\_\_\_ **Search Committee confirmed:** \_\_\_\_ Yes \_\_\_\_ No

**Scheduled AA training Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Scheduled Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_