DUTCHESS COMMUNITY COLLEGE

AUTHORIZATION TO COMMENCE RECRUITMENT
ADMINISTRATIVE POSITION

Position Title: ________________________________________________________________

Description: __________________________________________________________________

Requested By: ________________________________________________________________ Date: ______________

Currently Budgeted:  Yes _____ No _____ Account #: ___________________________
Amount: $ ______________________________________

Grant Funded:  Yes _____ No _____ Grant #: _________________________________
Amount: $ ______________________________________

Line Item Already Exists:  Yes _____ No _____ If no, a Budget Transfer must be attached.

The Position is to be Filled:  Yes _____ No _____
Permanent _______ Temporary _______
Full-Time _______ Part-Time _______
Dates: ________________________________
Hrs/Wk _______ Mos/Yr _______

Justification for Filling Position: ______________________________________________

___________________________________________________________________________

Current Occupant of Position: ________________________________________________

Date Position Vacant: ___________________________ Date Replacement Needed: __________

Supervising Dean Completes:
Title: ________________________________________________

Represented by:  DUE - _______ Management/Confidential - _______
Group/Step: _________ Salary: $ _______________

Please Sign and Route to the Next Office for Signature:

Supervising Dean ___________________________ Date ______________

Assoc. Dean of Administration ___________________________ Date ______________
(for Budget Approval)

Human Resources ___________________________ Date ______________

Dean of Administration ___________________________ Date ______________

President ___________________________ Date ______________

Distribution:  White – Human Resources
Yellow – Supervising Dean
Pink – Originator
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Administrative Recruitment.DOC