

PERSONNEL ACTION REQUEST

TO:	Human Resources Office	ffice DATE:						
FROM:								
	Administrative He		Appropriate Vice President Signature/Date					
REG	QUEST TO FILL FACULTY/PR	OFESSIONAL POSITION						
Title	e of vacant position			Department				
Pre	vious Incumbent		Last date of service					
Red	quested appointment:	Term	☐ Temporary	Other				
Obl	igation: Academic Year	Calendar Year	College Year		Other			
		☐ Full-Time	Part-Time	Percent of e	effort	or hours per	week	
Sala	ary range requested:							
App	ointment to begin (target) End date for Temporary							
Red	cruitment: Full Search	ment: Full Search Search Waiver Request Attached Other (explain)						
□ RE	QUEST TO FILL CLASSIFIED							
_				Donartment				
	Title of vacant position Department Last date of service							
Working hours: If part-time, hours per week								
Appointment to begin (target) End date for Tempo								
	QUEST TO RECLASSIFY POS	ITION						
	esent title and grade quested title and grade (attach							
	quotica illo ana grado (altaon							
REG	QUEST FOR SALARY CHANG	E						
Em	Employee Current Salary							
Ne	New Salary (attach justification statement)							
		TO BE C	OMPLETED BY H	IIMANI DESOLIDO				
PROFF	SSIONAL/FACULTY	IO BE C		ASSIFIED	JE3			
	m Number							
FTE			FTI					
	Title							
				•				
PR GIAC	de (if applicable)		App	pointment Type:				
				Permanent	Conting	gent Permanent	☐ Temporary	
Huma	n Resources Director							
APPRO	VAI S:							
Airito	TALO.							
	Budget Officer			Date		Account Numb	er Account Number	
	Danatidana			Dete				
	President			Date				