

LEHMAN COLLEGE
BUDGET APPROVAL FORM (FULL-TIME POSITIONS ONLY)

REQUEST FROM DEPARTMENT CHAIR/ DIRECTOR

Department: _____ Tel. Ext.: _____ Date: _____

New Position: _____ or Replacement for: _____ Anticipated Start Date: _____

Current Functional Title: _____ Current Payroll Title: _____

Proposed Functional Title: _____ Proposed Payroll Title: _____

Requested Salary: \$ _____ If above minimum please justify: _____

Describe Need for Position: _____

Salary Source/Reimbursement: _____

Department Chair: _____

(Signature)

(Print Name)

(Date)

Academic Dean: _____

(Signature)

(Print Name)

(Date)

FOR ACTION BY PROVOST OR DIVISIONAL VICE PRESIDENT*

Approved _____ Disapproved _____ Other _____

Provost/ VP _____

(Signature)

(Print Name)

(Date)

FOR CONTROL-BUDGET OFFICE*

Title code # _____ FAS# _____ Title Salary Range \$ _____ - \$ _____

Amount Budgeted \$ _____ Cash Required requested \$ _____ Eff.Date _____

Budget Director or Designee _____

Business Manager/Administrator _____

(Signature)

(Comment)

(Date)

FOR BUDGET APPROVAL BY VP ADMINISTRATION*

Approved _____ Disapproved _____ Other _____

VP Administration _____

(Signature)

(Print Name)

(Date)

NOTE:

Approval on this form indicates that funding is available. Subsequent to the approval of this form, requests for Non-Instructional titles are subject to review by the Director of Human Resources.

***PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS**

INSTRUCTIONS

The “Budget Approval Form” (BAF) is required prior to recruiting all full time, tax levy vacancies (regular and substitute) or to creating new full-time, tax levy positions. Forms are available from the Department of Human Resources and the Budget Office.

This form is to be prepared by the Department Chair and submitted to the Divisional Dean/VP. If approved, the form is then sent to the Budget Office for review and submission to the Vice President of Administration for review and approval. The Budget Office will send a copy of the approved form back to the originating department, Dean, Vice President, Director of Human Resources and the Compliance Officer.

Upon receiving approval of funding availability, the department is authorized to begin the search process. The Personnel Vacancy Notice with a current table of organizational chart should be e-mailed to Sandra Laureano, the Director of Human Resources at: sandra.laureano@lehman.cuny.edu and the department head or chairperson should contact Dawn Ewing-Morgan of the Office of Compliance and Diversity for guidance with the search procedures. She can be contacted at extension 8111.

If the request is denied, the office denying approval will provide an explanation of its actions and send the form back to the originating department.