Follow the steps below to complete the BC VRB Form:

**Part 1: Vacancy Review Request:**

*A Vacancy Request is to commence a search, complete a search or appoint a new hire.*

1. Select whether the requested vacancy is for a new position or a replacement line. If replacement, list the previous (or current) incumbent’s name.
2. **Proposed Employee Category:** Indicate the Employee Category (Payroll Title) associated with the requested position.
3. **Position Title:** Fill in the job/functional Title (found within the job description).
4. **Position Type:** Indicate the position type.
   a. Full-Time  b. Part-Time  c. Other
5. **Proposed Salary:** Fill in the proposed salary. This range or amount should be verified with budget.
6. **Funding Source:** Indicate the Funding Source (listed on the vacancy or contact the Budget)
7. **Current Status:** Select the box that corresponds with the current status of the position within the recruitment process.
8. **Substitute, Temporary or Provisional:** Indicate whether there is a Sub/Temp/Provisional employee currently in the position. Select No if these do not apply.
9. **Justification:** The justification should briefly describe why this exception is critical to department operations and demonstrate how it is directly related to academic excellence, recruitment and retention, safety, strategic investments, operational disruption, risk management, or cost reduction.
10. **Approvals:** The form should be signed by the Manager/Chair who is making the request. It should then be approved by the AVP/Dean for the department and the final approver must be the VP or Provost.

**Part 2: Personnel Action Request – for Current Employees (not for Substitute/Temporary/Provisional)**

*A Personnel request is an action necessary for a current CUNY Employee such as reclassification, functional title change, etc.*

1. **Employee Category:** Indicate the Employee Category associated with the employee’s current position.
2. **Position Title:** Fill in the position title.
3. **Position Type:** Indicate position type.
   a. Full-Time  b. Part-Time  c. Other
4. **Current Salary:** Fill in the employee’s current salary.
5. **Proposed Salary:** Fill in the proposed salary – This range or amount should be verified with budget.
6. **Justification:** The justification should briefly describe why this exception is critical to department operations and demonstrate how it is directly related to academic excellence, recruitment and retention, safety, strategic investments, operational disruption, risk management, or cost reduction.
7. **Approvals:** The form should be signed by the Manager/Chair who is making the request. It should then be approved by the AVP/Dean for the department and the final approver must be the VP or Provost.

Send the completed BC VRB Form via email to BCVRB@brooklyn.cuny.edu