

EXECUTIVE COMPENSATION PLAN APPOINTMENT & CHANGE FORM INSTRUCTIONS

The Executive Compensation Plan Appointment & Change Form must be completed for all personnel transactions including, Appointments, Acting Appointments, Extension of Acting Appointments, New Positions, Replacement Positions, Reclassifications, Salary Increases, Study Leave, Annual Leave, Travia Leave and Functional Title Changes.

HOW TO FILL OUT THE APPOINTMENT & CHANGE FORM

SECTION I: Submission Information

Only College Presidents or an authorized College employee can submit requests. Please fill in the following fields: Date of Submission, Request Submitted By (please enter your first and last name), College, E-mail Address and Telephone Number.

SECTION II: Employee Information

This section includes data on the employee for whom the transaction is being requested. Fill in the Last Name, First Name, Middle Name and Effective Date of the action.

Please check all actions that are being requested. If the position was filled before, please fill in the name of the previous incumbent. If an Extension of Acting Appointment, Study Leave, or Travia Leave request or notification is being made, please fill in the Start Date and End Date. Similarly complete Start and End Dates for exhaustion of Annual Leave in preparation for separation and severance. If there are any actions that are not printed on the form, please complete the Other field.

Please fill in the employee's current and proposed CUPS title, functional title, department and salary. If there was a search completed for the position, check the Yes box and enter the PVN Number. If a search was not conducted, check the No box. If there is a PVN number for the position, please enter it.

SUBMISSION INSTRUCTIONS

Options are available to submit a request electronically or by regular mail; instructions for both methods follow below:

Option 1: E-MAIL SUBMISSIONS (*Preferred Method*)- ADOBE ACROBAT PROFESSIONAL SOFTWARE MUST BE INSTALLED ON YOUR COMPUTER TO SAVE TEXT ENTERED INTO THE ECP FORM. IF ADOBE ACROBAT PROFESSIONAL IS NOT INSTALLED, YOU CAN ENTER TEXT INTO THE FORM AND PRINT IT ONLY. ADOBE ACROBAT PROFESSIONAL SOFTWARE MUST BE INSTALLED TO SUBMIT THE ECP FORM THROUGH E-MAIL.

- Go to the **Faculty and Staff** Web page on the CUNY Portal at <http://www.cuny.edu>
- Under the **“Forms for Faculty and Staff”** sub-heading, click on **ECP Forms**
- Once you arrive at the ECP Forms Web page, click on **ECP Appointment & Change Form**
- Save the form on your computer, fill it out and save a copy of the completed form for your records. Text can be entered directly on the form. *Text entered into the form cannot be saved unless Adobe Acrobat Professional Software is installed.*
- The employee resume, an organization chart, a job description/pvn, and a Board Resolution (if needed) should be in electronic format. If you do not have the employee resume or organization chart in electronic format, the documents can be scanned to create an electronic file.
- Once all of the documents are in electronic format, please E-mail the request to ecprequests@mail.cuny.edu and attach the following files to the message:
 - (1) ECP Appointment & Change Form
 - (2) Employee Resume
 - (3) Job Description/PVN
 - (4) Organization Chart (please use “Org Plus” software if possible -- it is the tool used by most colleges for this purpose).
 - (5) Board Resolution (if needed)

Option 2: REGULAR MAIL SUBMISSIONS

- Go to the **Faculty and Staff** Web page on the CUNY Portal at <http://www.cuny.edu>
- Under the **“Forms for Faculty and Staff”** sub-heading, click on **ECP Forms**
- Once you arrive at the ECP Forms Web page, click on **ECP Appointment & Change Form**
- Save the form on your computer, fill it out, then print it out. Text can be entered directly on the form.
- Please send the following documents to **City University of New York, Office of Faculty and Staff Relations – Attention: Veronica Caines, 535 East 80th Street, New York, NY 10021**. If you have any questions, please call (212) 794-5321.
 - (1) ECP Appointment & Change Form
 - (2) Employee Resume
 - (3) Job Description/PVN
 - (4) Organization Chart
 - (5) Board Resolution (if needed)