

INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

To: Deputy Chancellor

Date: _____

From: _____
Signature of President/Division Head

College/District Office

Subject: REQUEST FOR AUTHORIZATION TO FILL A PERMANENT POSITION (ACADEMIC OR CLASSIFIED)

Restricted Hiring Policy:

Effective January 14, 2008, submittal of this document to the Deputy Chancellor is required before any selection activity may occur for any permanent academic or classified position. The policy aims to achieve an appropriate level of cost containment to the extent possible during a period of fiscal exigency. Selection processes already underway prior to this date may be completed but this form is still required and should be forwarded to the Deputy Chancellor.

1. POSITION INFORMATION (check appropriate box)

- Academic (Faculty and Administrative)- Attach NOI
- New Classified Position – Attach C1121 Form
- Existing Classified Position (complete the following information):

Class Code: _____ Class Title _____ Position Number _____

Assignment Basis (PSA): _____ Shift: _____ FTE: _____

GL: _____ Cost Center/WBS: _____ Fund: _____

Prior Incumbent's Personnel ID#: _____

2. RATIONALE FOR PRIORITY HIRING REQUEST (attach additional sheet if necessary)

DEPUTY CHANCELLOR'S OFFICE USE ONLY

- Approved
(If approved, proceed with regular District academic hiring or Personnel Commission classified hiring procedures)

Statement of any special conditions, if applicable:

- Not Approved

Signature of Deputy Chancellor

Date

Return completed and signed form to the Deputy Chancellor's Office.