

## VRB Dates FY '27

### **Last Day to Submit Requests**

(June 5, 2026)

July 14, 2026

August 11, 2026

September 8, 2026

October 13, 2026

November 10, 2026

December 8, 2026

January 12, 2027

February 9, 2027

March 9, 2027

April 13, 2027

May 11, 2027

June 8, 2027

### **VRB Meeting**

(June 9, 2026)

July 21, 2026

August 18, 2026

September 15, 2026

October 20, 2026

November 17, 2026

December 15, 2026

January 19, 2027

February 16, 2027

March 16, 2027

April 20, 2027

May 18, 2027

June 15, 2027

All dates are subject to change.

Request forms must be emailed to [Orly.Salame@kbcc.cuny.edu](mailto:Orly.Salame@kbcc.cuny.edu) using a downloaded copy of the form below by 3:00 PM on the submission deadline. Copy ED-HR Gila Rohr, VP F&A Andres Escobar, and Provost Sharon Warren-Cook in your email.

## Position Request Form

### Section I: Requester Information

Date: \_\_\_\_\_ Requester Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

### Section II: Position Information

Request Type: Choose an item.

Staff Type: Choose an item.

Proposed Title: \_\_\_\_\_ Proposed Salary: \_\_\_\_\_

Funding Source: \_\_\_\_\_ Alternate Funding Source\*: \_\_\_\_\_

\* If your Funding Source is College Operations, please provide a secondary source option.

Intended Start Date: \_\_\_\_\_ Intended End Date (if applicable): \_\_\_\_\_

Describe your request: \_\_\_\_\_

Justification (Please include information on how you/your department will manage, if the position is not approved):

### Section III: Previous Incumbent Information

Previous Incumbent Name: \_\_\_\_\_

Title: \_\_\_\_\_

Salary: \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

Electronic  
Signature  
(initials only)

Send completed forms to [Orly.Salame@kbcc.cuny.edu](mailto:Orly.Salame@kbcc.cuny.edu),  
and copy HR-ED [Gila Rohr](#), F&A VP [Andres Escobar](#), and Provost [Sharon Warren-Cook](#).