

**Understanding the Status of a Position Listed on Baruch's  
Full-Time Position ORG CHART**

POSITION STATUS		LAST NAME	=	Meaning of Position Status & Name Field Combination
		FIRST NAME		
A (Approved)	+	Populated	=	Position is filled by a current employee (including those on Travia & other leaves).
A (Approved)	+	Blank	=	Budget Office has already included the cost of this position in the annual college financial plan. Vice president may work with Human Resources to recruit for and fill position.
R (Frozen)	+	Blank	=	Vice Presidents must work with the Budget Office to change position status to "Approved" and must do so <u>before</u> taking steps to recruit for or fill the position.
N/A	+	N/A	=	Vice Presidents need to contact and work with the Budget Office to establish a position not shown in CUNYfirst. Requests should be submitted to: position.management@baruch.cuny.edu.

**If you have additional questions about Baruch's Full-Time Active Position Report, please contact the office of your dean or vice president, which will put you in touch with the Business Manager for your school or division.**

*Updated 10-22-2021*

**NON-FACULTY POSITION MANAGEMENT INSTRUCTIONS FOR DIVISIONAL BUSINESS MANAGERS:**

<https://www.baruch.cuny.edu/confluence/display/CBFD/PM+Instructions+for+Business+Managers>

**FACULTY POSITIONS ARE MANAGED BY THE OFFICE OF ACADEMIC ADMINISTRATION**