**Position Justification Form**

Requests for all new positions and position changes will be evaluated and brought to the Position Review Committee (PRC) for consideration ONLY if they meet the President's criteria for positions that contribute to revenue generation, accreditation, or ensure life or safety requirements.

**Position requests that do not include this Position Justification Form and supporting documentation (as well as other required documents) will be returned unprocessed.**

|  |  |
| --- | --- |
| Position #: |  |
| Position Title: |  |
| Grade |  |
| Center |  |

***Action Requested:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Create New Position |  |  |  |  |
|  |  | Name of Vacating Incumbent: |  | Term Date: |  |
|  | Vacant Post & Fill |  |  |  |  |
|  |  | Did Incumbent terminate for poor performance or misconduct?  |
|  |   |  Yes. This position does not require a justification, and the remainder of the form does not need to be completed.  ***(Compensation to verify with Employee Relations)*** |
|  |   |  No |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Are you requesting a change to the budgeted amount for this position? |
|  |   |   Yes |   No  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  | Vacant Reclassification |  |  |  |
|  |  |  |  |  |  |
|  | Filled Reclassification |  |  |  |
|  |  |  |  |  |  |
|  | Other Action | Describe: |  |

|  |  |  |
| --- | --- | --- |
|  | Does this request include a Salary Increase? |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reason for Salary Increase: |  | Market Adjustment to reduce flight risk |
|  |  |  |  |  |  |
|  |  |  | Market Adjustment to reflect increased job duties |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Other – Describe: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Note: Please provide an organizational chart that indicates the position to be approved. If this is reorganization, please provide "before" and "after" organizational charts that help visually explain the change(s) requested.**  |
|  |  |  |  |  |  |
| **Please add any other documents you would like to be considered in support of this justification.** |

|  |  |
| --- | --- |
|  | **Justification for Position *(check one or more)*** |
|  |  |
|  | **Revenue Generation** - This position generates revenue, reduces costs, or is at least partially funded by a research/program grant. |
|  |  |  |  |  |  |
|  | How will this position generate revenue? |  |
|  | Annual cost reduction goal |  |
|  |  |  |  |  |
|  | How will this position reduce costs? |  |
|  | Annual cost reduction goal |  |
|  |  |  |  |  |  |
|  | If this position is grant funded, what percentage of the position's cost will be funded by the grant? |  |
|  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Title of Grant(s) |  |
|  | Grant Funding Amount(s) |  |
|  | Grant Effective Dates (From/To) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Is the grant(s) in place or anticipated? |  | In Place |  | Anticipated |

|  |  |
| --- | --- |
| If this position is grant funded, will the incumbent be required to complete a Grant Agreement form? |  |
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|  |  |  |  |  |

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| --- | --- |
|  | **Accreditation** - This position is required to meet an academic or program accreditation standard. |
|  |  |  |  |  |  |
|  | Does the accreditation standard require that a single employee perform this position's function? |  |
|  | If yes, please copy and paste the appropriate specific standard or insert link: |  |
|  | If no, can the required job duties be combined with those of an existing position? If no, why? |  |
|  |  |  |
|  | Does the accreditation standard require that a staffing ratio be satisfied? |  |
|  | If yes, please copy and paste the appropriate specific standard or insert link: |  |

|  |  |
| --- | --- |
|  | **Life/Safety** - This position contributes toward addressing life or safety concerns within the campus community or public facilities. |
|  |  |  |  |  |  |
|  | How does this position contribute towards addressing life or safety concerns? |  |
|  | Can the required job duties be combined with those of an existing position? If not, why? |  |

|  |  |
| --- | --- |
|  | **Indeterminate** (Other) - This position does not meet any of the above criteria. |
|  |  |  |  |  |  |
|  | What is the impact to the Center if this position is not approved? |  |
|  | This position reports to (name, title, grade): |  |
|  | This position also supports (name, title, grade; OK to summarize if many): |  |
|  | Titles and grades of direct reports: |  |
|  | Number of peer incumbents (employees with the same job/grade and in the same department): |  |
|  | Can the required job duties be combined with those of an existing position? If not, why? |  |