

Position Justification

Posting Title _____

Job Code _____ Job title _____

New Position Replacement If replacement, last day worked _____

If replacement, name of prior incumbent _____ Empl ID _____

Department _____ Dept ID _____

Hiring manager _____ Empl ID _____

Manager title _____ Contact phone _____

JUSTIFICATION TO FILL POSITION

Mission Alignment: Explain why the position meets essential needs, enhances the core teaching, service or research mission, and/or supports the university's excellence initiatives; include with this form an organizational chart with the position highlighted.

Type justification here

Staffing Analysis: Explain why the functional duties of this position cannot be allocated to existing employees and/or the impact if it were to be eliminated; if the position supervises employees, address if duties could be shifted to another position.

Type analysis here

APPROVAL SIGNATURES

Department Director _____ Date _____

Assoc. VP for Student Affairs _____ Date _____

VP for Student Affairs _____ Date _____

Proceed with hire Delay hiring until date _____ Do not hire