

**Academic Affairs**

**JUSTIFICATION TO FILL A STAFF POSITION**

Instructions: Departments reporting to the Academic Affairs must complete this form to fill any position, regardless of how the position will be filled (new hire, promotion, or special assignment). Ensure you provide responses to all of the questions below to support the justification to fill request. Route for review and signature approvals.

**Actions (check all that apply):**     New Position     Recruit for Existing Position     Promotion     Special Assignment

**Department Contact Information**

Department Name		Contact Name	
		Contact Phone #	
Current Date		Contact Email	

**Position Information**

Position Number		FTE	
Current Title		Proposed Title	
Current Job Code		Proposed Job Code	
Current Pay		Proposed Pay	
Employee Name		Employee ID	

**Budget Information**

Budgeted Base Salary	\$	Source of Funds	General Revenue Allocation	Mocode	
Staff Benefits	\$				
Proposed Salary	\$	Source of Funds		Mocode(s)	
Staff Benefits	\$				

**How is this position critical to the department mission?**

**Please explain why this request is necessary, i.e., new position, resignation, etc.**

**What is the impact if the position is not filled? Can another employee perform the duties of the position? Please explain.**

X

\_\_\_\_\_  
Director/Vice Provost Signature                      Date

X

\_\_\_\_\_  
Provost or Designee Signature                      Date