PRINT FORM CLEAR FORM

(When entering information, click in first space and tab through form)
Press <Shift + Tab> to go to previous field.

POSITION JUSTIFICATION

PER 077
Rev 02/2016

POSITION INFORMATION

Position Title / Rank or Grade:	Department:

Position Type:		Account No.
☐ Faculty ☐ Exempt ☐ Nonexempt	☐ New Position [*Attach completed* ***PER 009*** *(Nonexempt),* ***PER 035*** *(Exempt)*] ☐ Replacement	
	Name of Person being replaced (*if applicable*):	Position No.

Employment Status:		Salary:	Per :
☐ Full-time ☐ Temporary ☐ Half-time ☐ ¾ time ☐ Grant	☐ 9 months ☐ Fall Semester ☐ Spring Semester ☐ Other _____		☐ hour ☐ month ☐ 9 months ☐ 12 months ☐ Other _____

Other items besides salary (office space, furniture, etc.) ☐ have ☐ have not been included in the budget.

Effective Date of Employment:	Special Conditions of Employment:

JUSTIFICATION: Explain why this position is needed. For faculty positions, include statistics on the number of classes, average class size, number of part-time teachers employed during each term, and projection for the coming year. *(Attach additional pages if necessary.)*

Requested by: _____ _____
Chairperson or Director Date

APPROVAL AND ACTION

☐ Approval
☐ Disapproval **1.** _____
Next Level Signature / Title Date

☐ Approval
☐ Disapproval **2.** _____
Next Level Signature / Title (*as applicable*) Date

☐ Approval
☐ Disapproval **3.** _____
Executive Team Member / Title Date

☐ Approval
☐ Disapproval **4.** _____
Human Resources Date

☐ Approval
☐ Disapproval **5.** _____
Budget Office Date

☐ Approval
☐ Disapproval **5.** _____
President Date

RETURN ORIGINAL TO HUMAN RESOURCES (COPY TO CFO AND VICE PRESIDENT OF OPERATIONS)