

This form must be completed and approved prior to the creation of a requisition. Please complete all relevant sections for the requested position. Submit the form to [CSS Office](#) for approval.

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Position Information

New Position  Replacement Employee being replaced \_\_\_\_\_

Full-time  Part-time Position number \_\_\_\_\_

Staff-Exempt  Staff-Non-exempt

Is funding budgeted for this position?  Yes  No Proposed Salary: \_\_\_\_\_

Please provide the current status of your budget (surplus or deficit), along with the budget amount at the time of this request: \_\_\_\_\_

If yes, please provide account number: \_\_\_\_\_ Target Start Date: \_\_\_\_\_

Is this position grant funded?  Yes  No If yes, please list the end date: \_\_\_\_\_

## Position Justification

1. Please outline the business need for this position by sharing how it supports the department.

2. Are there alternative ways to staff the position, i.e. part-time employee/s, work completed by existing staff, using adjuncts, etc.? Explain the advantages and disadvantages of the alternatives.

3. Describe the impact if the position is not filled.

4. Please attach a job description for this position.

I recommend this position request be authorized as proposed as it is in the best business interest of the department/college.

**Signature Approvals**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ass. Vice.Chancellor/Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
EVC Raaj Kurapati

\_\_\_\_\_  
Date