



## Employment Request Justification Form

### NEW POSITIONS ONLY

Please complete the following questions and attach a Job Description to this document. Attach any additional supporting documentation.

1. Please provide data that indicates the need for this position. A few examples of appropriate data may be campus credit hours/headcount, office activity (numbers of phone calls and walk-ins, advising loads, etc.), square footage of area to be supported. Work with your appropriate Cabinet level supervisor to assist with this.
2. How does this position align with the College strategic plan and best practices (local, regional, state and national)?
3. How are you anticipating this position will be funded (grant funds, state funds, etc.)?
4. Describe any restructuring you anticipate in your area if you are proposing the use of state funds (are you planning to relinquish another position within your department? Will you combine part time and/or full-time positions as a cost savings measure?).
5. Is this part of a revenue generating department within the College? What is the anticipated revenue to be generated by adding this position?

#### Faculty positions:

1. Has the area that will be supported by this position conducted a review to ensure program viability?
2. Is the position vital to the accreditation of a program?

#### Additional Comments: