

Department/School \_\_\_\_\_ College \_\_\_\_\_

Faculty Rank \_\_\_\_\_ Term 9 month 12 month

**Justification of Position**

A. Changes Generating Need to Fill Existing Position:

Name of person most recently in the position \_\_\_\_\_ Faculty Load Hrs. \_\_\_\_\_

Current budgeted salary: \_\_\_\_\_ Expected avg. enrollment per class \_\_\_\_\_

B. Consequences of Not Generating Position:

C. Reasons Why the College Cannot Address the Changes with Existing Faculty:

**Description of Position**

Brief description of major functions and responsibilities:

**Qualifications**

Essential Academic Preparation \_\_\_\_\_ Preferred Academic Preparation \_\_\_\_\_

Essential Experience \_\_\_\_\_ Preferred Experience \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_