**JUSTIFICATION TO FILL POSITION FORM**

**TO BE COMPLETED BY DEPARTMENT HEAD OR VICE PRESIDENT**

|  |  |  |
| --- | --- | --- |
| Classification of Vacant Position | Name of Employee Vacating the Position | **New Position** |
| Department | Division | |
| Date employee vacated the position | Date Submitted | |

***Consideration for Filling the Vacancy***

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| Why is this position critical to the success of the department? |
| Is there another employee in the same classification who can perform the critical components of the position? |
| What would be the impact of not filling the position? |
| Can the responsibilities of the position be streamlined, consolidated or restructured without another existing position(s) in the same classification for optimal efficiency and productivity? |
| What are the essential components of the position that align with the strategic mission of the department/university? |
| Using a critical eye, reassess the position and identify ways in which the responsibilities can be reformed? |
| Identify responsibilities that can be eliminated. |
| What measures will be taken to ensure the critical components continue during the three (3) month vacancy period. (Reminder: Responsibilities must stay within the bargaining unit if applicable.) |
| Taking all of the above into consideration, provide a detailed justification should the requester advocate filling the position. |
| **Detailed** Funding **Source** for the Position: | |
| **BUDGET IMPACT to be completed by the Budget Office:**  **\_\_\_\_\_\_\_\_\_ No additional impact, vacancy funds available**  **\_\_\_\_\_\_\_\_\_ New Position, additional budget required**  **Salary:\_\_\_\_\_\_\_\_\_ Benefits:\_\_\_\_\_\_\_\_\_\_ Funds identified by the requestor\_\_\_\_\_\_\_\_\_\_\_**  **Total Budget Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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Approved – Vice President Date

Date discussed with all vice presidents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved – President Date

cc: Budget Office

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