



Position Justification Form

Position Title: _____ Position #: _____

Position Classification: Professional Classified

Division: _____ Department: _____

Supervisor: _____ Phone: _____

Executive Team Member: _____ Date: _____
mm/dd/yyyy

A. Reason for Request

New Position Replacement When vacated: _____
mm/dd/yyyy

Employee Being Replaced: _____

Reason for Vacancy: _____

Is this position required as part of program accreditation? Yes No

Please attach accreditation standards that state position requirements.

Can the requirement be met by alternative (multiple adjunct, part-time, etc.) positions? Yes No

B. Funding

How is the position being funded? CUF Discretionary Grant Other
If other, please explain.

Is identified funding coming from an eliminated position? Yes No

Eliminated Title _____ Date eliminated: _____
mm/dd/yyyy

C. Justification for Requested Action

Based on your priorities, what steps have you taken to evaluate the structure of the department to ensure the workload is covered in the most efficient and effective way possible?

What processes or procedures have you examined and/or identified that can be or have been eliminated, automated or streamlined?

How many similar positions do you have in the department - division?

Provide number and titles

How have you covered this vacancy / need?

Overtime

Temporary

Other (Please Explain)

Please include statistics of overtime costs / temporary costs that have been incurred.

Can the work be done at less than full time? Explain why or why not.

(e.g., reduced workload, less than 40-hour week, 10-month work year)

What certifications, legal requirements, union etc are required that does not allow this work to be done by a student, part-time or temp staff?

Provide data, statistics, and/or ratios to support this request: *(e.g. support staff to manager; hours per student day, cost per unit of services)*

List the alternatives that have been considered in the decision to replace/fill this position and why they will not work:

e.g. position re-design or re-distribution of tasks, why this work cannot be done by either existing staff, reduced full-time equivalent (FTE) or through technology rather than by replacing or creating this position.)

Impact of not filling the position?

For example, describe the position's impact on the financial status by increasing revenue and/or reducing operating expenses. What project/work will be in jeopardy of non completion if position is not filled (be specific)

Describe any legal or other mandates associated with the duties of this position *(ie grant requirements, accreditation, etc.)*

How might this position be filled at a different level? *For example, Manager instead of Director? Please explain:*

Explain how filling this position or changing the duties will strengthen the department?

How does filling this position in the proposed manner complement existing strategic plans (short & long term) and the mission of the Great Falls College MSU?

Why should this position be filled at this time?

Please provide or attach any available statistical data (internally/externally) that you believe demonstrates or supports your request.

D. Decision

This section to be completed by the Executive Team.

Approved

Denied

Date:

mm/dd/yyyy

Reason: