



n Position Justification Form

Through the College’s Planning, Budget and Analysis Committee (CPBAC), Great Falls College MSU establishes a human resources staffing plan. This plan is updated annually to adjust for changes in priorities, as well as changes in the status of requested positions. While it is a time of uncertain funding and stagnant or decreasing external state investment, the College is committed to meeting the needs of our students. Your department should review its overall staffing needs and identify data to justify additional human resources. This justification form is to assist you in submitting your request for new investments in employee positions. For each position requested, one Staffing Plan Justification Form should be completed and turned in to Human Resources no later than by **March 7, 2014**.

Review and prioritization of the staffing requests will be completed by CPBAC in the spring semester. As funding becomes available through increased sustained enrollments, legislative actions, or through attrition, CPBAC will consider this prioritized staffing plan as one of the primary determinants in which positions the College will invest.

As we strive to become more performance based in the allocation of resources and create a mission-centric model to document our effectiveness, the College has established a set of measures to guide our processes. These measures, known as *Core Indicators of Institutional Effectiveness*, support our everyday operations and assist us as we seek continuous improvement towards mission achievement. Coupled with strong strategic and operational plans, these elements will form the primary criteria for considering new investments into human resources. In essence, new positions that help the College improve performance on the Core Indicators, and/or achieve strategic and operational plan objectives will be given the highest priority for funding.

Position Requested:	
Department:	
Type of Position (Faculty, Professional, Classified):	

1. Please indicate how the staffing request fits within the goals, initiatives and plans (think core indicators of institutional effectiveness) that will help improve student success: Please be specific in identifying the core indicators and how they will be impacted or for support services how will the additional staff requested contribute to the mission, operations and support of the institution.
2. How will the approval and hiring of this position directly impact accreditation, student recruitment and student retention? Please provide specific data. If position is required for accreditation, legal or other mandates, please provide the accreditation or appropriate documentation.
3. Provide peer or national comparison data (i.e., faculty to student ratio; IPEDS peer info, etc.) to justify this position and help CPBAC rank it in the staffing prioritization. Institutional Research can assist you in finding appropriate data and will review the data you provide.
4. What have been the workload changes in the area that are precipitating this request and how do these changes align with the core indicators or strategic priorities of the College?
5. Indicate where the allocation or reallocation of resources for the staffing change should come.

- 6. Indicate what other options have been considered and why they will not work:

- 7. If this position is not approved, what is the "Plan B" to ensure required services?

- 8. What other justification would you like to provide for the addition of this position?

- 9. Have you requested this position in previous staffing plan requests? If so, when?

- 10. Please list estimated operating costs (phone/computer maintenance, supplies, business cards, etc.) that will be needed for this position:



HR USE ONLY:	Salary Budget Impact	Salary	
		Benefit Cost	
		Total Compensation Impact	-