



Position Requisition - Permanent

Position Title: _____

Classification: ☐ Administrator ☐ Classified ☐ Confidential
☐ Faculty ☐ Management

Salary Schedule Range: _____

☐ Full-time ☐ Part-time

Months per Year: ☐ 10-Month ☐ 11-Month ☐ 12-Month

Hours per Week: _____ Hours per Year: _____

Requested Start Date: _____ Department/Division: _____

Supervisor: _____ Campus Location: _____

Funding Source: ☐ General ☐ Categorical ☐ Grant ☐ Auxiliary Other (specify): _____

Human Resources Use Only

Requisition #: _____

Position Code: _____

Business Office Use Only

_____ Percent: _____

_____ Percent: _____

_____ Percent: _____

Budget Available: ☐ Yes ☐ No Budget Technician Approval: _____ Date: _____

Is this position funded by a restricted program? ☐ Yes ☐ No

If yes, name of the program: _____

Justification for requested position: *(Be specific and answer the following questions)*

- Discuss how this position improves student success?
EMP Goal 6.1 Center success for all students as the goal that shapes and drives our efforts across all roles and all areas of the college.
- Discuss how this position is critical to the Mission.
- What will your department/division do if the position is not funded?
- What are alternative solutions for the position?

Submitted by: _____ Date: _____

Supervising Administrator: _____ Date: _____

Cabinet Approval Signature: _____ Cabinet Approval Date: _____

Cabinet Comments: