



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): _____

<i>Human Resources Use Only</i>
Requisition #: _____
Position Code: _____

New position

Replacement position

<i>Business Office Use Only</i>	
_____	Percent: _____
_____	Percent: _____
_____	Percent: _____
Budget Available: <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____

President Approval Signature: _____	Approval Date: _____
Comments:	