

The University of North Carolina at Pembroke

Justification to Support Establishment of New Position

Authorization is required prior to establishment of a new position.
A completed form must be attached to the OES Requisition under Documents.

POSITION INFORMATION

Department: _____ Division: _____

Position Type (check one): EHRA Faculty EHRA Non-Faculty SHRA Staff

Budget Availability: _____
(Define Dept. and/or Div. funding FOAP and anticipated salary, benefits and operation support funds available)

Budget Request: _____
(Identify additional funding needs for anticipated salary, benefits and operation support funds)

Budget Planning: Explain how this position will affect the department and/or divisional ability to support budget reductions and/or reversions.

Justify the need for the position (include data such as benchmark information from peer institutions)

(If additional space is needed, continue on separate sheet.)

Which of UNCP's Planning Strategic and Initiatives does this position support and how?

Will a position be abolished to support the creation of the requested position? Yes ___ No ___
If yes, provide position number (00####): _____

How will the requested position effect recruitment, retention or graduation rates

How will the requested position impact middle manager counts (increase/decrease)?

How will the requested position effect the State span of control requirements within the reporting department/division?

What is the performance impact on the department/division and university if the new position is not approved?