

### Justification for Staff Line

<b>Department</b>	
<b>Title of Requested Position</b>	
<b>What status: full time, part-time, temporary, etc.</b>	
<b>Is this a replacement or a new line?</b>	
<b>Who was the previous incumbent?</b>	
<b>Previous incumbent's salary</b>	
<b>Are you proposing changes to the salary level or position duties? If so, please describe.</b>	
<b>What level of expertise: Experience, skills, degree requirements?</b>	
<b>What is the expected salary range?</b>	
<b>What is the trend enrollment (previous 5 years) of the program for which this position is being requested (academic and other enrollment dependent positions)?</b>	
<b>Is there any expectation or opportunity for teaching/course coverage?</b>	
<b>Could this position contribute to revenue generating activities (e.g. non-credit programming, summer programs, etc.)?</b>	
<b>What are the overtime costs associated with not filling this position or delaying approval?</b>	

What risks is the campus exposed to if it is not filled? Check all that apply.	Strategic	Financial	Operational	Compliance/Health and Safety	Reputational
What is the anticipated fill date? What would be the consequences of holding the position vacant for 30, 60 or 90 days?					
Could this position be filled part-time? If not, why not?					
If a 12-month position is requested, please justify why the position cannot be 10 or 11 months.					
Will the position benefit/meet the needs of other departments at the college? Please identify which ones and how.					
How will this position support student recruitment and retention?					
How will this position support Diversity, Equity an Inclusion?					
This position is critical because:					
Additional information and comments.					

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP

\_\_\_\_\_  
Date