

# Position Justification Form



Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
College/Dept: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Position Reports To: \_\_\_\_\_

## Position Information

**New Position**       **Replacement**       **Salary Adjustment**       **Temp Replacement**

Date of Vacancy \_\_\_\_\_

Position # (See Budget Sheet) \_\_\_\_\_  
Salary Requested: \_\_\_\_\_  
Budget for Position: \_\_\_\_\_  
Net Budget Impact: \_\_\_\_\_  
*(Budget minus salary requested)*

Reason for Vacancy:

If Net Budget Impact is negative, source of funds and FOAPALs MUST be identified

**Source of Funds & FOAPALs**

## Justification for Position