



Request to Fill

STANDARD INFORMATION

This section of your request should include basic data about the vacancy, including: (1) job title; (2) job duties; (3) proposed salary; (4) funding source; (5) nature of position, (i.e., full-time or part-time, permanent or temporary, fiscal, academic, or other work year).

SUPPLEMENTAL INFORMATION

1. Discuss the nature of this position as it relates to meeting your critical ongoing organizational needs.

2. Describe the consequences and impacts of not filling the position.

3. What alternatives were considered instead of filling this position and why are these alternatives not viable?

4. How would a reduction of the work schedule/work year impact the effectiveness of this position and/or program?

5. What additional financial or resource obligations will be created if this position is approved?

Name of Institution

CSCU President (or Designee)

Date

APPROVED/DENIED

Signature of Campus President (or Designee) Date