



Open Position Justification & Review

DEPARTMENT/PROGRAM: _____ POSITION _____

Instructions: Requests to fill vacancies should be submitted only after you have taken the opportunity to carefully analyze your programmatic needs, operating efficiencies and reorganization opportunities and develop an up-to-date job description. This promotes long-range planning. Please attach supporting materials as needed.

Decision standards for authorization to fill vacancies will be aligned to the institutions strategic priorities. In meeting student and community needs, please document one of the following options identifying which alternatives present good short term and long term alternatives to eliminate duplication and promote efficiency.

#1 (HOLD)

Leave position unfilled for: 30 60 90 days Other _____; Position Authorization Form for approval to fill will follow. The "essential" work of this program/department will continue as follows:

#2 (RECLASSIFY)

Reclassify position due to the following reorganization plans:

Revised: _____

Reorganized: _____

Eliminated: _____

Other, explain: _____

#3 (REPLACE)

Justification statement:

Please attach job description and PAF.

Submitting BCO: _____ Date: _____

Vice President review and approval: _____ **Date:** _____