

Position Request Form

Role Title: _____ Date: _____

Department: _____

*Please enclose an organizational chart of the department.

For a new position, submit a role document with this form which outlines a clear description of the role and profile of the position and indicate where it fits within the organization. For a request to add to an existing position (any fte increase) or replace a vacant position, review the current role document and modify as needed.

Give an overview of how this position fits into the department goals.

Describe the impact on the department if the position is not filled or increased.

Describe how the position impacts other roles in the department.

Describe what personnel budget lines will be reduced if this position is filled or augmented, e.g. casual or overtime wages.

Describe what non-personnel budget lines will be reduced if this position is filled or augmented, e.g. consulting or outside services.

How will this position be funded.

How does this position fit into your overall staff reduction plan if you have submitted one.

Additional comments:

Department Head Signature _____ Date _____

Division Head Signature _____ Date _____

Include written approval by the division head of the initial request with the acknowledgement that this position supports the division goals, and meets their division staff reduction plan. **Note that the final approval will be made by the President.**