

Dept. Name
Position Justification
Position Name
Date

1. **What is the position being requested?**

2. **Will this position result in increased student FTE? How/How much?**

3. **Will this position increase student access, progress, and success? How?**

4. **What are the financial ramifications of filling, or not filling, the position?**

5. **What impact will the position (or not filling the position) have on workload distribution within the work unit?**

6. **How much part-time, overload/overtime is currently being used?**

7. **How does this position address strategic priorities and/or institutional priorities?**

8. **Does the position need to be opened/filled immediately?**

9. **What other benefits to CCC will result from filling this position?**

10. **Is there other information that should be considered when analyzing and evaluating this request?**