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|  |  | **Date Submitted:** | 1/1/2020 |
| **POSITION DETAILS** |
| **Position Title:**  | **Position #:**  |
| **Position Description and Summary of Position Responsibilities (what will position be doing?):**       |
| **Salary Range Request:** | $      to $      |  |  |
| **Funding Sources:** | General:      % | TFSF:      % | CCSF:      % |
|  |  |  |  |
| **Other Resources Needed to Support the Position** |
| **Physical Space:** |       | **Equipment (incl IT):** |       |
| **REQUEST JUSTIFICATION AND NEED ANALYSIS** |
| 1. **Why is this position necessary and why is it critical to fill now?**
 |
| 1. **Number of positions in the unit who perform similar duties?**

**List these positions (titles):**  |
| 1. **Number of positions on campus who perform similar duties?**

**List these positions (titles):**  |
| 1. **What are the alternative methods of delivering the service or completing the responsibilities that this position performs?**
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| 1. **How will this position support your area’s and/or the campus’ priorities?**
 |
| 1. **How will this position improve your program?**
 |
| 1. **What is the impact to the program/campus if this request is not approved? Include data as appropriate.**
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| 1. **Please provide a link to your program ARPD or CPR.**
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| **ROUTING** |
| Dept Chair: | Dean: |
| VC: | ELT: |
| **FINAL APPROVAL / DISAPPROVAL:** Chancellor |