

Cornell University Library

Position Justification/Change Form

Academic and Non-Academic (Regular, Temp, Term & Casual)

The purpose of this form is to streamline the process of gathering consistent information and to assure changes to all positions are properly reviewed, funded and approved in a timely manner. Additional information may be required such as the Position Evaluation & Analysis Request form in the case of a reclassification. This form is not required for short term positions whose cost does not exceed 15K and are paid for on department discretionary accounts. Please contact Lyndsi Prignon if you have any questions.

Department:

Requestor:

Date:

University title & band level:

Supervisor:

Duration of appointment (if applicable):

FTE/hours per week:

Benefits Eligible:

This is :

- New position**
- Promotion/reclassification**
- Temporary hire**
- Vacancy**
- Change in standard hours/FTE**
- Extension/Reappointment**

Proposed date to be filled:

Work location:

Funding source/account number:

Description of position (or attach a full SPD):

Justification for posting position: (Please include the critical need of the department that will be met by filling this position and include any other additional information to support this request, ex. Org chart.)

Other Considerations: (Indicate if there are other costs related to this change or if this action will require changes to the position description of others.)

Department Head Comments & Approval:
(If sponsored funds, please include PI approval)

Please forward to AUL for comments & approval

AUL Comments & Approval:

University Librarian's Approval:

Human Resources and Budget Information (Do not fill in)

Market mid-point for new position: _____

Is position vacant?

When will it be vacant?

Incumbent Salary _____

Budgeted Salary for current year (if applicable) _____

Revised Position Description? _____

Notes: