

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 Library HR at LibHR@cornell.edu if you have any questions.

Department:

Requestor:

Date:

University title & band level:

Supervisor:

Duration of appointment (if applicable):

FTE/hours per week:

Benefits Eligible: Yes No

This is :

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

Proposed date to be filled:

Work location (building if applicable):
(Add on-site, hybrid, or remote expectations)

Funding source/account number(s)-Required:

Description of position (or attach a full SPD):

Justification for posting position: (Please include how the critical needs of the department, the Library, and University will be met by fulfilling this request. Include any other additional information to support this request (eg. Org chart), if applicable.

Describe how this position's impact is connected to **Library** and **University priorities**.

What is the impact of not filling this position?

What alternatives have you explored to accomplish this work in other ways?

Please submit this form for approval:

Department Head approved:	yes	no	Date of decision:
PI Approved (if sponsored funds):	yes	no	Date of decision:
AUL approved:	yes	no	Date of decision:
University Librarian approved:	yes	no	Date of decision:

Human Resources and Budget Information (Do not fill below this line)

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: