**New Position Request Form**

**Date:** [Insert Date]

**Department:** [Insert Department Name]

**Position Title:** [Insert Proposed Position Title]

**Supervisor/Manager:** [Insert Name of Supervisor/Manager]

**Justification for Opening New Position:**

1. **Business Need:** Describe the specific business need or rationale for creating this new position. Include any changes in workload, expansion of services, or new projects/initiatives that necessitate additional support.
2. **Impact on Department/Team:** Explain how filling this position will positively impact the department or team's productivity, efficiency, and overall success. Consider how it aligns with departmental goals and objectives.
3. **Impact on Strategic Plan**: Explain how filling this position advances the university’s strategic plan.
4. **Workload Analysis:** Provide a brief overview of the current workload and responsibilities of the team or department, highlighting any areas where additional support is required.
5. **Budget Considerations:** Discuss the budget implications of adding this new position, including salary and benefits costs. If applicable, provide information on potential cost savings or revenue generation associated with filling the position.
6. **Faculty Supplemental Information:** Reference Page 2

**Proposed Job Description:**

[Insert proposed job description outlining key responsibilities, qualifications, and requirements for the new position.]

**Timeline for Hiring:**

[Outline the proposed timeline for hiring, including key milestones such as posting the job opening, conducting interviews, and making a final hiring decision.]

**Additional Comments/Justification:**

[Include any additional comments, data, or supporting evidence that further justify the need for opening this new position.]

**Approval Signatures:**

* [VP/Chief Officer & Date]
* [President & Date]

**Information for Requesting Faculty Hires**

The following list of items must be incorporated in requests for faculty hires. All requests MUST be forward-looking rather than based on previously-held lines. This information is intended to provide a foundation for evaluating faculty lines and making data-informed decisions.

**Foundational Information:**

* Department/School Name and Position Title
* Replacement or New Hire (if a replacement, every opening will be evaluated with potential for reallocation to areas with greater growth prospects or needs)
* Tenure-track or VF or FTI/FTT/FTO
* Funding: University, grant, or other
* Qualifications: Terminal degree (doctorate) or not; expertise in industry, licensures, etc.
* Accreditation: Needed for accreditation requirements or not. Explain and justify.
* Expected Start Date

**Program Data:**

* Program Enrollment Data: Last five years
* Courses Taught and Enrollment Data: Last five years
* Program Future: projected growth data estimates (3-5 years), with justification for projections

**Strategic Plan Connection:**

* Strategic Plan: How does the position advance Shawnee @ 40 strategic plan?

Qualitative information can be added where necessary to elaborate upon the request for hire.