Classified Staff / Professional Staff
Justification for Position Retention

Unit Name		Agency/ Orgn	
Position Title		Position #	
Replacement position for:		Date vacated	
Current budgeted salary		Proposed hire salary	

Evaluation Criteria:

How does this position fill the critical functions of the unit?
What are the performance measures of the unit director for this position?
What is the relationship of this position to other unit priorities?
How would the duties of this position be covered if it were not filled?

Departmental Approvals:

Supervisor		Box #		Date:	
Dean/Director		Box #		Date:	

Comparison to other University Priorities / Other Provost comments: **Approved Salary:**			
Provost Approval		Date:	