

## FULL-TIME STAFF POSITION JUSTIFICATION FORM

*This form must be completed for all new/replacement positions that need to be posted.  
# through the form, filling out each field.*

Date:

Department:

Division/School:

Position Title:

Position Number:

Position Index/Account:

Position Budget Amount:

Position Salary Range:

Name of person submitting form:

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How does this align with the University Strategic Priorities? Please specify the strategic priority this position ties to.

Brief description of duties:

What is the risk to the department or the University if this position is not filled?

Have other options for filling the job requirements been considered (e.g., promotions, reorganizations, etc.)?

***If this is not a new position, please provide the following information:***

Previous Incumbent's Name and Title and Last Day Worked:

**Approvals:**

**Hiring Manager Signature:**

Name and Title:

Date:

**Academic Dean/Divisional VP Signature:**

Name:

Date:

**Provost/Designee Signature:**

Date:

***\* (Provost approval needed for staff positions in Provost area or the schools)***

***Approved for posting?***

**If yes, send to Talent Acquisition [talentac@pace.edu](mailto:talentac@pace.edu)**

**If no, please follow up with HR:** please email [alert-hr@pace.edu](mailto:alert-hr@pace.edu) with subject line *“Position Assessment – [Title of position, Department]”*