

FY24 – FY25 STAFF POSITION JUSTIFICATION FORM

*This form must be completed for all new/replacement positions that are being requested as exceptions during the staff hiring pause.
Click 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:

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)***

All requests for exceptions to staff position pause must be reviewed and approved by Human Resources.

Please email Susan Donahue, Associate VP, Talent Management & Organizational Effectiveness, sdonahue@pace.edu with subject line *“Position Assessment – [Title of position, Department/Division/School*

Approved – HR Signature:

Approved for posting?

If yes, send to Talent Acquisition talentac@pace.edu