**Office of Academic Affairs**

**Staffing Request Template (Existing Position)**

**MEMORANDUM**

**TO:** Michael J. Licari, Ph.D.

Provost and Vice President for Academic Affairs

**FROM:** Name

Title

**DATE:**

**Subject:** Request to Fill Existing Position

**Reason for Vacancy:** (Type in the reason for the current employee leaving)

**Name of Incumbant:** (Type in name of current employee)

**Title of the Position:** (Title Here)

**Position Number:** (Type Position Number Here)

**Salary Grade:**  (Type Salary Grade Here)

**Department Name:** (Type name of department where the position resides)

**Position Description:** (Describe the position role and responsibilities)

**Rationale for re-filling the Position:** (Describe why this position must be filled. Using statistics such as enrollment, degree completion, strategic planning, number of faculty and students served, faculty to student ratios, and accreditation considerations will be important).

**Questionaire:**

1. Can a student(s) be hired to fill this role? Yes  No

If no, explain why.

1. Can this role be fulfilled by another member(s) of your current staff? Yes  No

If no, explain why.

3. What would be the consequences of not replacing this staff position?