SALISBURY UNIVERSITY HUMAN RESOURCES
POSITION JUSTIFICATION FORM

Purpose

This form is used to provide formal justification for positions prior to the formal hiring stage.

This process is designed for the following:

1. PIN positions.
2. Contingent 2 (CII) positions
3. Any full-time positions
4. Any position paid for out of the 01 budget
5. All administrative, faculty and senior-level positions

<u>Note</u>: Positions that are not required to go through this process must meet the employment requirements at Salisbury University, including, but not limited to, budget and classification standards.

Priority: High   Medium   Low

If a replacement/backfill, name of incumbent:

Anticipated title and/or rank of new position:

Check all that apply:

PIN	CII	CI
Faculty	10-Month	12-Month
Staff	Exempt	Non-Exempt
Full-Time	Part-Time	
Grant-Funded	Conversion to PIN	Other:

1. What percentage of this position is funded by the grant?

2. What percentage of this position is funded by the state?

    Anything else we should know about this grant?:

Justification:

FOR FACULTY:

Please include details like historical enrollment numbers for incumbent, expected credit hours for new position, potential revenue generation, expected service contributions to programs outside of departments and to general education, and strategic plan impact.

Additional information that strengthens your request is outlined below:

Is this position mission critical? (Is there someone else who could manage this work temporarily? Is there a programmatic change that could help create efficiency? What other solutions have you explored? Are there no other options that meet this need?)

How does this position strategically align with the long-term institutional priorities and divisional goals?

What will the instructional load be for this position?

What are the expected student credit hours for this position?

Does enrollment support this position long term? (Will this vacancy prevent students from progressing in their degree program? If yes, then what is the time point at which it will come to a head for these students? If no, then does this impact the fidelity of the program and accreditation?)

What is the impact if unfilled? What else have you considered and what will need to be "given up" if this is not approved.

FOR STAFF:

Please include details like the number of students, faculty, and staff served by this position; critical functions to offices, departments, and programs; contributions to the core mission and operations of the office/department/program(s).

Additional information that strengthens your request is outlined below:

How does this position align with the long-term institutional priorities and divisional goals?

Can the duties be absorbed by existing staff without harming operations, compliance, or service quality?

Can the duties be strategically redistributed or reallocated within the division or across other units?

Can technology, process redesign, or efficiency measures eliminate or significantly reduce the need?

Are staffing levels consistent with comparable units at SU and within USM?

Is there no other sustainable option to meet the need?

What is the impact if unfilled?

Contingency Plan: If the request to fill this position is denied, how will the workload for the proposed position be distributed?

Fiscal Impacts:
Detail the fiscal impact to the university. For new PINs, list proposed salary. If a reclassification, list current salary and proposed change of salary. Please only include salaries or maximum contract amounts; DO NOT include hourly rate. Also include estimated fringe expenses, whether a search firm is required, and advertising expenses.
Please break down fiscal impact by fiscal year.

Timeliness: When does this hire or reclassification need to occur? Provide a reasoning for the timing of the hire (e.g., Because faculty searches for tenure-track positions take one year to hire, we would like to search in FY 26 for a hire in FY27; or This search needs to begin immediately with the goal of a hire by December 2025 to assure continuity of service since the person currently in the role will retire on December 1, 2025.)

_____   _____
Requestor   Date

_____   _____
Vice President for Administration and Finance or   Date
Vice President of Academic Affairs