This form will be used for [Justification Committee](https://www.umsl.edu/services/hrs/hrprocesses/justification.html) requests. To determine whether a review by the Justification Committee is needed, contact the unit’s Business Manager or [HR Partner](https://www.umsl.edu/services/hrs/about/partner-unit.html).

Once all approvals have been granted, submit this form to [umslhr@umsl.edu](mailto:umslhr@umsl.edu).

|  |  |
| --- | --- |
| **Unit Information** |  |
| Department |  |
| College, School, Division (CSD) |  |
| CSD Leader |  |
| Supervisor or Hiring Manager |  |

|  |  |
| --- | --- |
| **Position Information** |  |
| Action Requested (e.g., new position, replacement, reclassification, reorganization, other – please describe) |  |
| Type of position (e.g., staff, TT/T, NTT, Academic: non-faculty) |  |
| HR Title / Job Code |  |
| GGS Level (if staff) |  |
| Working Title (if different from HR Title) |  |
| Benefit Status (Eligible or Non Benefit Eligible) |  |
| Standard Hours/FTE (e.g., 1.0, .75) |  |
| Employee(s) Being Replaced or Impacted (if applicable) |  |
| Position Number(s) |  |
| Anticipated Pay Range (budgeted position amount or, for staff, the minimum to mid-point in the GGS range) |  |
| Funding source (GO, grant, gift, split, etc.) |  |
| Additional notes (if any): |  |

|  |  |
| --- | --- |
| **Authorizations** | |
| **Vice Chancellor:** Click or tap here to enter text. | **Obtained Approval from Vice Chancellor** |
| **Dean/CSD Leader:** Click or tap here to enter text. | **Obtained Approval from Dean/CSD leader** |
| **Provost: For faculty positions, indicate support ->** | **Obtained Support from Provost** |
| **Business Manager:** Click or tap here to enter text. | **Obtained Review from Business Manager** |
| **HR Partner:** Choose an item. | **Obtained Review from HR Partner** |

**Additional Information**

**Position Description and Need:** (Address the specifics of the position – briefly describe responsibilities and impacts on programs, students, accreditation, teaching, research, service, and/or engagement.)

**Position Funding Short-Term and Long-Term:** (Provide information as to how the position will be funded in short term and long term - new rate, from existing or future open positions, grants, new revenues from position efforts, cost funding, etc.)

**Additional Information:** (Provide additional information that could be helpful to Justification.)

**Organizational Chart:** (For staff positions, provide a current organizational chart for the unit in the space below or as a separate attachment.)