College/Division Executive

Position Title

Position Previous Incumbent

Previous Salary

Requested Salary

1. Which critical functions or duties are missing without this position?
2. Describe any efforts to reallocate duties to other positions within the college/division/units.
3. Describe any efforts to collaborate with other campus units to establish shared service or joint reporting models.
4. Describe any efforts to modify the position to require reduced FTE or salary.
5. If filling this position does not result in a net reduction in overall FTE or personnel expenditures, describe its priority with respect to an anticipated need for personnel reduction in the next 1-2 years.

Please attach the following support\*:

* College or division organizational chart(s) with position and incumbent name (“vacant” if none)
* Position descriptions for other positions in the unit (to the department/functional unit level)
* Any supporting evidence documenting proactive efforts to identify and/or develop skills for staff within the unit (college/division) (e.g., skills audits, employee development or cross training plans, etc.)
* Titles and salary changes for any employees who have received special salary adjustments or internal promotions within the last year.

*\*For assistance, contact the unit’s HR business partner or Nova Lasky, Director for Organizational Planning and Effectiveness*