

## Personnel Committee Position Request Cover Sheet

Date: \_\_\_\_\_

Department/Division/Program requesting position: \_\_\_\_\_

Department Chair, Division Administrator, or Program Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Type of Position:     Faculty  
                               Administrative Staff  
                               Supportive Operating Staff

Position Title: \_\_\_\_\_

This is a  new or  replacement position. Attach a copy of the proposed job advertisement (Faculty) or job description (Administration and Supportive Operating Staff).

Complete the following information in consultation with the Provost (Faculty positions) or Director of Human Resources (Administrative and Supportive Operating Staff positions):

Cost of Salary and Benefits	\$ _____
Off-Setting or Existing Funding	\$ _____
(Source: _____)	
<b>Net New Funding Required</b>	<b>\$ _____</b>

On a separate page, please respond to the following items:

1. Describe the position.
2. Explain how this position supports the specific goals of your department, division, or program. In your response, address how this position relates to the current state of your discipline or area of work.
- 3a. For Faculty positions, discuss the need for this position in light of the data available in the Department Common Data Set (available in the Provost's Office).
- 3b. For Administrative or Supportive Operating Staff positions, provide facts (e.g., workflow, comparison data, standards in the field, etc.) to help the committee evaluate the need for this position.
4. Please address the impact if this request were not approved.
5. Could this position be combined with another position to meet the needs of multiple departments or programs? Please explain.
6. How might the position, as defined above, contribute to your departmental/divisional diversity and Denison's commitment to diversity?
7. Provide any additional information you think would be helpful in considering this request.