



Position Requisition - Permanent

Position Title: _____

Classification: Administrator Classified Confidential
 Faculty Management

Salary Schedule Range: _____

Full-time Part-time

Months per Year: 10-Month 11-Month 12-Month

Hours per Week: _____ Hours per Year: _____

Requested Start Date: _____ Department/Division: _____

Supervisor: _____ Campus Location: _____

Funding Source: General Categorical Grant Auxiliary Other (specify): _____

<i>Human Resources Use Only</i>
Requisition #: _____
Position Code: _____

<i>Business Office Use Only</i>	
_____	Percent: _____
_____	Percent: _____
_____	Percent: _____
Budget Available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Budget Technician Approval: _____ Date: _____

Is this position funded by a restricted program? Yes No

If yes, name of the program: _____

Justification for requested position: *(Be specific and answer the following questions)*

- Discuss how this position is critical to the Mission.
- What will your department/division do if the position is not funded?
- What are alternative solutions for the position?

Submitted by: _____ Date: _____

Supervising Administrator: _____ Date: _____

(Submit completed form to HR@Redwoods.edu)

Cabinet Approval Signature: _____	Cabinet Approval Date: _____
Cabinet Comments:	