**Position Justification Form**

Requests for all new positions and position changes will be evaluated and brought to the Position Review Committee (PRC) for consideration ONLY if they meet the President's criteria for positions that contribute to revenue generation, accreditation, or ensure life or safety requirements.

**Position requests that do not include this Position Justification Form and supporting documentation (as well as other required documents) will be returned unprocessed.**

|  |  |
| --- | --- |
| Position #:  |  |
| Position Title: |  |
| Grade |  |
| If applicable, # of direct reports |  |
| Center Name |  |

Are you requesting a change to the budgeted amount for this position?

*(If yes, a Position Funds Transfer Form (PFT) MUST be submitted through Banner Workflow)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If this position is grant funded, what percentage of the position’s cost will be funded by the grant?

 (*If 95% or more grant funded, please use the grant funded checklist form.)*

**Action Requested:**

|  |
| --- |
|  |

**Post & Fill:**

 Name of vacating incumbent: Term Date:

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Did Incumbent terminate for poor performance or misconduct?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

 Position will report to:

 Title: Position number:

|  |  |  |
| --- | --- | --- |
|  |  |  |

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| --- |
|  |

**Create New Position:**

 Position will report to:

 Title: Position number:

|  |  |  |
| --- | --- | --- |
|  |  |  |

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**Vacant Reclassification:**

 Position will report to:

 Title: Position number:

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| --- | --- | --- |
|  |  |  |

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**Filled Reclassification:**

 Position will report to:

 Title: Position number:

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| --- | --- | --- |
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| --- | --- | --- | --- |
|  | **Miscellaneous Changes** | Describe: |  |

Does this request include a Salary Increase?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reason for Salary Increase: |  | Market Adjustment to reduce flight risk |
|  |  |  |  |  |  |
|  |  |  | Market Adjustment to reflect increased job duties. Please explain the increased duties in the appropriate “Justification for Position” section. |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  |  |  | Other – Describe: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Note: Please provide an organizational chart that indicates the position to be approved. If this is a reorganization, please provide "before" and "after" organizational charts that help visually explain the change(s) requested.**  |
|  |  |  |  |  |  |
| **Please add any other documents you would like to be considered in support of this justification.** |

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| --- | --- |
|  | **Justification for Position *(check one or more)*** |
|  |  |
|  | **Revenue Generation** - This position generates revenue, reduces costs, or is at least partially funded by a research/program grant.  |
|  |  |  |  |  |  |
|  | In a maximum of two to three sentences, please provide the reason the position is needed and/or the reason for the request. **(Examples on last page)** |  |
|  | How will this position generate revenue or reduce costs?  |  |
|  | Please provide a projected revenue schedule or projected cost reduction schedule directly attributable to the work of the proposed position. |  |

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|  | **Accreditation** - This position is required to meet an academic or program accreditation standard.  |
|  |  |  |  |  |  |
|  | In a maximum of two to three sentences, please provide the reason the position is needed and/or the reason for the request. **(Examples on last page)** |  |
|  | Can the required job duties be combined with those of an existing position? If not, why? |  |
|  | Does the accreditation standard require that a staffing ratio be satisfied? |  |
|  | If yes, to any of the questions above please copy and paste the appropriate specific standard. |  |

|  |  |  |
| --- | --- | --- |
|  | Has the program received a citation/notification of deficiency and/or on probation for ***faculty*** sufficiency by a professional/specialized accrediting body? |  |
|  | If yes, please copy and paste the correspondence.  |  |
|  | Has the program received a citation/notification of deficiency and/or on probation for ***staff*** sufficiency by a professional/specialized accrediting body?  |  |
|  | If yes, please copy and paste the correspondence.  |  |

|  |  |
| --- | --- |
|  | **Life/Safety** - This position contributes toward addressing life or safety concerns within the campus community or public facilities.  |
|  |  |  |  |  |  |
|  | In a maximum of two to three sentences, please provide the reason the position is needed and/or the reason for the request. **(Examples on last page)** |  |
|  | How does this position contribute towards addressing life or safety concerns? |  |
|  | Can the required job duties be combined with those of an existing position? If not, why? |  |

|  |  |
| --- | --- |
|  | **Compliance** - This position contributes toward addressing compliance concerns within the campus community.  |
|  |  |  |  |  |  |
|  | In a maximum of two to three sentences, please provide the reason the position is needed and/or the reason for the request. **(Examples on last page)** |  |
|  | How does this position contribute towards addressing compliance concerns? |  |
|  | Can the required job duties be combined with those of an existing position? If not, why? |  |

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| --- | --- |
|  | **Indeterminate** (Other) - This position does not meet any of the above criteria.  |
|  |  |  |  |  |  |
|  | In a maximum of two to three sentences, please provide the reason the position is needed and/or the reason for the request. **(Examples on last page)** |  |
|  | Can the required job duties be combined with those of an existing position? If not, why? |  |

**PRC Justifications – Examples**

**POST AND FILL**

**INDETERMINATE**

1 of 10 positions (3 other vacant) in Circulation Desk. Directly serves the BC and NSU communities. Library is open100-119 hours per week. Annually, ASL processes around 285,000 circulating items.

INDETERMINATE

Total # PARs in DCO = 36; PARs in OPT = 11; 1 of 5 in OPT clinic located in Davie. Responsible for checks- in and checks-out patients and requires collection of copay. No. of patients visiting clinic per month = 1,165.

**ACCREDITATION**

CODA Accreditation Standard: 2.8 & 3.1

1 of 6 FT faculty teaching OMFS (Index #113815). 2 FT faculty assigned to Predoc and 2 FT faculty for PG clinics (2 other vacant); total 500 students and 12 residents; 4-year program. Current ratio = 1:6; desired ratio = 1:4. This position was included in the CODA accreditation visit. Even though CODA standard does not state a specific number of positions are required, they do state schools must have sufficient staffing to support the programs.

**ACCREDITATION**

CODA Accreditation Standard: 1.5.

1 of 11 FT faculty teaching Prosthodontics in Pre-Doc clinics (4 other vacant); total # students = 450; current ratio = 1: 6; desired ratio = 1:6. This position was included in the CODA accreditation visit. Even though CODA standard does not state a specific number of positions required, they do state that schools must have sufficient staffing to support the programs. Of the 11 faculty lines, five (5) serve in a team leader role, and 3 (including Ahmadian) of these vacancies fulfill this role.

**REVENUE GENERATION**

1 of 12 between levels I and II (2 other vacant). Responsible for facilitating registration and advising for new and continuing undergraduate students generating approximately 30 – 35 students weekly. The current tuition cost for fiscal year 2021 is $16,185, which is equivalent to approximately $500,000. Based on current enrollment, a staff of only eighteen academic advisors could bring the advising caseload in proximity of 300 students per advisor. Services provided by academic advising such as an academic plan, degree audit, student academic progress, academic standing, registration, add/drop, change of major, etc. will not be delivered in a timely manner and thus impact student retention.

**REVENUE GENERATION**

1 of 38 (5 other vacant). The NSU CC requires an additional CSRI position in the Academic Services Center team to sustain essential customer service needs and to enable the ambitious transformation plan that includes proactive outreach designed to reduce student attrition and increase student registration. Reducing the “Abandon Call” rate from current level of greater than 13% on average to less than 2%, to create a potential ROI in excess of $300,000 annually, due to improved post-student applicant conversion. Also, to staff and enable outreach campaigns designed to capture under realized student revenue in excess of $2M over the course of a full academic annual term as a result of direct student contact and recruiting.

**REVENUE GENERATION**

1 of 3 (2 of 3 are vacant). The Collections Dept. is responsible for collecting past due tuition and fee balances. In FY2020 recovery decreased by $179K as compared to FY2019, in which the bad debt recovery was $1.37M.

**REVENUE GENERATION**

1 of xx (xx other vacant). The Office of Special Events and Community Partnerships has primary responsibility for NSU’s three major fundraising events: The Celebration of Excellence, the Ft. Lauderdale Billfish Tournament, and the NSU Scholarship Golf Classic. These events generate over $400,000 in revenue annually.

**RECLASSIFICATIONS – CREATE NEW – MISCELLANEOUS CHANGES**

**Justifications MUST show the reason why a reclassification/create new/change in salary is requested**.

• Request due to increased duties such as supervision and on-call responsibility for xxx and xxx.

• Request for a salary increase is based on complexity of work as it relates to xxx for xxx number employees, while supporting management in developing and implementing training.

• Adding Chair responsibilities for the xxx department as required by the accrediting body. No change in base salary. Adding stipend for Chair duties. Adding stipend of $xxx.