



REQUEST TO FILL
UPDATED 9/12/19

This section of your request should include basic data about the vacancy, including: (1) job title; (2) job duties; (3) proposed salary; (4) funding source; (5) nature of position, (i.e., full-time or part-time, permanent or temporary, fiscal, academic, or other work year).

SUPPLEMENTAL INFORMATION

1. Discuss the nature of this position as it relates to meeting your critical ongoing organizational needs.

2. Is this position covered within the college's reduced budget?

3. Is this a new position or replacement? Who left to create the vacancy and when? What savings will be generated through a replacement?

4. Were shared or regional alternatives considered instead of filling this position?

5. Other comments:

Name of Institution

CSCU Chief of Staff

Date APPROVED/DENIED

Signature of Campus President/CEO

Date