

Drexel University

Professional Staff Hiring Business Case

Position Information

Position Title	<input type="text"/>	Position Number/Req Number	<input type="text"/>
College/Unit	<input type="text"/>	Department Name	<input type="text"/>
Supervisor Name	<input type="text"/>	Supervisor Title	<input type="text"/>
Position Budget	<input type="text"/>	Fund-Org-Acct-%	<input type="text"/>
Length of Time Position Open	<input type="text"/>	YTD Salary Savings	<input type="text"/>
Terminating Employee	<input type="text"/>	Termination Date	<input type="text"/>
Salary	<input type="text"/>	Position Grade	<input type="text"/>
		Salary Grade Midpoint	<input type="text"/>

Eliminating the position or delay in filling the position would jeopardize the teaching or research mission of the university. Yes No

If yes, please explain:

The position is legally mandated and a decision not to fill the position would result in penalties to the campus. Yes No

If yes, please explain:

There would be financial or reputational damage if the position were not approved. Yes No

If yes, please explain:

Are you requesting that the 90-day deferment be waived? Yes No

If yes, please include a justification:

Is this request part of a department reorganization? Yes No

If yes, please explain the staffing strategy.

Description of duties (including key contributions):

Explain the alternatives considered (restructure, combine staffing with complementary units, change business processes, downgrade position, etc.):

What is the business impact of delayed or denied replacement?

What is the contingency plan to ensure key deliverables are met?

Manager Signature

Date

Please note, if this is a new position, the 3-month delay begins upon submission of the requisition in lieu of prior employee termination date.

Approval to Post

STATUS OF POSTING

Approved

Declined

Hold (for further review)

PCC Chair Signature

Date

Comments

Attach completed form to Job Description in DrexelJobs.