



THE UNIVERSITY OF AKRON
Strategic Position Review Process
Rationale Form

ADMINISTRATIVE UNITS
(Contract Professionals & Staff)

Complete after preliminary discussion with Sr. VP & Provost (Student Affairs & IT) or VP, Finance & Administration (all other administrative units)

I. REQUEST (choose one)

Replace Position # _____ Vacated on _____	New Continuing Position <input type="checkbox"/>	Employee Action <input type="checkbox"/>
As Continuing <input type="checkbox"/> or Temporary <input type="checkbox"/>	New Temporary Position <input type="checkbox"/>	

II. SUMMARIZE REQUEST

III. GENERAL INFORMATION

Employee Name or Vice: _____	Empl ID: _____
Title: _____	Contr Prof <input type="checkbox"/> Staff <input type="checkbox"/>
College/Administrative Unit: _____	
Department: _____	
Start Date: _____	End Date (if temporary): _____ FTE: _____

IV. FUNDING

Proposed Salary: _____	Salary Basis: <input type="checkbox"/> 12mo <input type="checkbox"/> 9mo <input type="checkbox"/> bwkly <input type="checkbox"/> hourly <input type="checkbox"/> for the period _____
Total \$ Needed Annually: _____	
Source of Funding: _____	

V. RATIONALE (attach up to 5 pages of additional data)

List current open positions in the area and the relationship of this position to overall staffing and staffing plans:

Analysis of potential coverage of the function by other employees, including student assistants:

Value added by the position to the strategic priorities of the University, with focus on student success, revenue generation, and research productivity cost efficiencies:

Immediate need to fill position:

VI. SIGNATURES

Dean or Vice President: _____	Date: _____
Sr. VP & Provost (Student Affairs & IT): _____	Date: _____
VP, Finance & Administration: _____	Date: _____

After obtaining approval via this form, prepare the appropriate Job or Temporary Job Requisition Form or Personnel Action Form and attach this Rationale before processing. This request is subject to the availability of funds.