



Board of Supervisors for the University of Louisiana System

UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

CONTROL # _____

Institution Name: _____ Academic Department /Administrative Unit: _____

Budget Page: _____ Line #: _____ Current Budgeted Amt: _____ Status: 9/10 mo. 12 mo.

Source of Funding: State Federal Restricted Self-Generated Grant/Contract Auxiliary

Type of Position: Dean Vice President (Asso./Asst.) Provost Athletic Director/ Equivalent Other

Nature of Request: New (attach explanation) Replace/Update (salary increase exceeds 10% - explain below)
 Emergency/Temporary

Justification:

**If necessary, please continue justification on another page.*

Employee Name:

Current Title:

Present Salary:

Requested Position Title:

Proposed Annual Salary Range: _____ TO _____

Proposed Beginning Salary:

Effective Date:

Current or Previous Incumbent:

Reassignment /Promotion For:

It is recommended that this position be unclassified, and we certify that it meets the teaching, professional or administrative officer designation required by the Constitution (Article X, Section 2) and appropriate civil service rules. In addition, we will (have) follow(ed) the University's established hiring policies and procedures and published equal employment opportunity guidelines.

Approved By: _____
Dean/Director

Date: _____

Vice President for Business Affairs

Date: _____

President/Provost

Date: _____

FOR SYSTEM OFFICE USE

Approved By: _____ System Authority _____ Date _____