



# 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean/Director and Vice President

\_\_\_\_\_  
Chief Business Officer Date: \_\_\_\_\_

\_\_\_\_\_  
President Date: \_\_\_\_\_

### FOR SYSTEM OFFICE USE

Approved By: \_\_\_\_\_ System Authority \_\_\_\_\_ Date