



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 follow(ed) the University's established hiring policies and procedures and published equal employment opportunity guidelines.

Approved By: _____ Date: _____
 Dean/Director

_____ Date: _____
 Vice President

_____ Date: _____
 President

COSTING ALLOCATION

	Cost Center*	Program*	Grant*	Gift*	Project*	Amount	Percentage
Line 1							
Line 2							
Line 3							
Line 4							
	Total						

*Enter only one Worktag per line