

IIT Justification for Position

(All fields must be completed before submission to Susan Wallace)

Position Title: _____

Type of Vacancy: New Existing - Refilling

Hiring Manager: _____

Position Control Number: _____

FOAP # (Banner) Fund: _____ Org: _____ Account: _____ Program: _____

Submitted By: _____

Title: _____

Department: _____

Campus: _____

1. Why is this position needed in your department?

2. When must this position be filled? Why?

3. What is the impact if this position is not filled until September 1, 2008?

Hiring Manager

Date

Dean/Vice President

Date

Susan H. Wallace

Date

Job Description Attached

Approved for Hiring

Not Approved for Hiring