

CMNS Graduate Assistant Hiring Justification Form

Department Name (Cost Center):

Date:

Requested By:

Requestor Position Title:

Position Details:

Position Title:

New Position(s) or Existing Position(s):

Proposed Total Compensation:

Funding Source (Include Worktag):

Justification for the Position(s):

- Provide a detailed explanation of why this position (or positions) is critical and must be hired within the next 90 days.

- Outline the essential duties and how they align with institutional priorities.

- Explain why other resources within the department unit cannot be utilized in the short term to ensure continuity of operations.

Approved: _____ Date: _____
(Unit Head)

_____ Date: _____
Amitabh Varshney, Dean