MSJ Staff Position Provisional Request Form **Budget Cycle: 2025-2026**

Division: _____ **Department:** _____

Target Start Date: _____ **Direct Supervisor:** _____

Provisional Title: _____

Comp Estimate: $ (plus benefits)

1. Describe the primary function of this position. Will this person have supervisory responsibilities?

2. Is this a promotion/functional upgrade to an existing position?
   - If yes, what position will this succeed?
   - If yes, has the job description been evaluated for re-focusing the role to the Strategic Plan?

3. Will this position teach any courses as a component of the job description?
   - If yes, which courses/how many hours each term? Has it been approved by the appropriate academic department?
   - If yes, describe how the hybrid role will be managed to be additive to the student experience and avoid 'burnout' of the staff member.

4. With which 'Bold Goal' in the To New Heights Strategic Plan does this position most align?

5. If this position is not approved, what is the alternative plan to accomplish the priorities and strategies identified in the job description?
   - How are these priorities accomplished currently?

6. Describe how this position impacts student enrollment (direct recruitment, retention, other indirect ways).

For the Cabinet Member/VP: What priority level do you assign to this request:

☐ High: Must fill in order to support the implementation and success of the Strategic Plan

☐ Medium: Would enhance the function to fill the position / would maintain essential functions

☐ Low: Other priorities in my area rank higher, and we can operate without this position in 25-26

Cabinet member additional comments: