

McNEESE STATE UNIVERSITY

Unclassified Position Description, Justification & Certification Form

Use for the following: (a) any position below dean; (b) positions in which there is less than 10% increase in salary.

INSTITUTION: McNEESE STATE UNIVERSITY

ACADEMIC DEPARTMENT/ADMINISTRATIVE UNIT:

NATURE OF REQUEST: New, Replace, Update, Emergency/Temporary

TYPE OF POSITION: Instruction, Professional, Administrative Officer, Athletic

Table with 4 columns: POSITION CONTROL #, BUDGET PAGE/ LINE #, STATUS, ORIGINAL BUDGETED AMOUNT

REQUESTED POSITION TITLE:
PROPOSED ANNUAL SALARY RANGE: TO
PROPOSED BEGINNING SALARY: EFFECTIVE DATE:
SOURCE OF FUNDING: State Federal Restricted Self-Generated
CURRENT OR PREVIOUS INCUMBENT:
CURRENT BUDGETED AMOUNT:
REASSIGNMENT/PROMOTION FOR:

Table with 3 columns: EMPLOYEE NAME, CURRENT TITLE, PRESENT SALARY

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, SEC. 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.

SIGNATURES: VICE PRESIDENT FOR BUSINESS AFFAIRS, PRESIDENT, DATE:

FOR OFFICE USE

OFFICE CONTROL #
SENIOR STAFF MEETING NOTES DATED:
ITEM NUMBER:



Board of Supervisors for the University of Louisiana System

Unclassified Position Description, Justification & Certification Form

Control #

Institution Name: McNeese State University 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 (Assoc./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: Dean/Director Date:

Vice President Date:

President Date:

FOR SYSTEM OFFICE USE

Approved By: System Authority Date