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| **Position Justification Form** |

**Purpose:** This *Position Justification Form* is designed to formally request recruitment activity for a position at Morgan State University during the hiring freeze. It is essential to demonstrate how the requested position aligns with the university’s current strategic goals, ensures compliance with legal or institutional requirements, and/or directly impacts the department's daily operations.

Justification must be provided for consideration for exceptions to the hiring freeze and must meet one or more of the following criteria. The position’s essential functions must include:

* Campus safety and security, including the health, safety, and security of students, faculty, staff, and visitors;
* Compliance with or enforcement of MSU policies and/or federal, state, and/or local laws and regulations;
* Delivery of essential University services;
* Delivery of courses necessary for timely student graduation in their academic program (faculty positions);
* Alignment with and necessary for accomplishing Morgan State University’s current strategic goals and initiatives; or,
* Moderate to significant impact on day-to-day operations and sustainability, if the position is not filled.

**Instructions:** Complete this form to provide comprehensive justification for the position recruitment request. The completed form must be uploaded into the Morgan Employment Management System (MEMS) along with a copy of the job description and department organizational chart. Instructions and definitions are included on the last page.

[Position Description](https://www.morgan.edu/Documents/ADMINISTRATION/OFFICES/HR/forms/Position%20Description%20Form.docx)

Organizational Chart (include current vacant position and position numbers, if known)

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| **Initiator’s Information** |

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| **Initiator Name:** | **Initiator Title:** |
| **Email Address:** | **Phone Number:** |
| **Department:** | **Division:** Choose an item. |

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| **Requested Position Information** |

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| **Job Title:** | **Department:** |
| **Position Type:** Choose an item. | **Employment Type:** Choose an item. |
| **Position Fully Funded for Current FY:** Choose an item. | **FLSA Status:** Choose an item. |
| **Funding Source:** Choose an item. | **Cost Center:** |
| **Budgeted Salary:** | **Approval Type:** Choose an item. |

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| **Justification Narrative** |

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| **Does this position align with Morgan State University’s current Strategic Plan? If yes, explain how this position supports the university’s strategic goals and initiatives:** |
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| **Provide metrics and other quantifiable data to support the business need for this position. Examples of this data would be student to faculty ratio - showing year to year (for faculty positions); square footage to housekeeper ratio (showing increase year over year); vendor to vendor manager ratio (showing increase year over year); forecasted growth/expansion of work for a department over the next 5 years (planning for new positions in upcoming fiscal year budgeting).** |
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| **Define any financial, logistical, or other consequences, if there are any, which might adversely affect the institution if the position is not approved. Examples include noncompliance; risk to accreditation; revocation of funding, etc.** |
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| **Define how this position will be funded (state, auxiliary, grant etc.). If auxiliary, grant, or other non-State supported funding, please provide specific details pertaining to the funding source, if funding includes fringe (benefits/retirement) along with salary for the position, and if funding is “one time” or recurring. Provide any additional supporting financial data to justify the continuation/creation of this position.** |
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| **What other alternatives or organizational strategies have been considered? Reclassification of outdated role(s); Assessment and restructuring of existing job description(s); Training and development of current staff; etc.** |
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| **Authorization** |

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| **Initiator’s Signature:** | **Date:** |

When initiating the vacancy in MEMS, the initiator should save the completed form and upload a completed copy into MEMS along with the updated position description and the department’s organizational chart. If the vacancy has already been entered into MEMS without the position justification form AND is still in *Draft* status, you may upload the completed form by accessing the job posting in MEMS and clicking on the pencil icon [ ] to edit the posting. Navigate to the *Authorization to Recruit Documents* section of the posting, select Actions and upload the completed document.

If the posting has already been submitted for approvals, you may email the completed justification form to [jobs@morgan.edu](mailto:jobs@morgan.edu) for inclusion on the requisition.

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| **HR/Budget Use Only** |

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| **Position Fully Funded for Current FY:** | **Cost Center:** |
| **Organization Code:** | **Fund Code:** |
| **Position Number (PIN):** | **Approved Budget:** |

**Instructions & Definitions**

1. **Requester Data:**
   1. *Requester Name* – The name of the Requestor, usually the department head or the hiring manager.
   2. *Requester Title* – The full title of the Requester’s Position.
   3. *Email Address* – The Email Address of the Requester.
   4. *Phone Number* – The Contact Number of the Requester.
   5. *Department* – Select the name of the official department.
   6. *Division* –Select the name of the official division.
2. **Position Data:**
   1. *Position Type* –Indicate if the position is staff, faculty, or sworn police.
   2. *Employment Type* –Indicate if the position is regular or contractual.
   3. *Position Fully Funded for Current Year* –Select yes, no, or unsure.
   4. *FLSA Status* – Indicate if the position is non-exempt (hourly) or exempt (salaried).
   5. *Funding Source* – Indicate if the position is state-funded, grant-funded, or auxiliary-funded.
   6. *Cost Center* – Indicate the Cost Center (aka “account”) number. Indicate multiple cost centers when applicable.
   7. *Approval Type* – Select one that applies:
      1. ***New Position***, if the position is not currently in budget, even if the Job Description form has been previously approved by the OHR (Please note that approval of a job description does not substitute other required approvals for funding).
      2. ***Vacant Position***, if the request is for a position that is currently in budget but not assigned to a position identification number (PIN).
3. **Justification Narrative:**
   1. *Explain how the position contributes to the University’s Strategic Plan.*
   2. *Provide metrics and other quantifiable data to support the business need for a position.*
   3. *Define any financial, logistical, or other consequences, if there are any, which might adversely affect the institution if the position is not approved.*
   4. *Define how this position will be funded.*
   5. *What other alternatives or organization strategies have been considered?*
4. **Approvals:**
   1. *Requesting Manager Approval* – The Requestor must sign and date this form to be valid.
   2. *Director/Dean Approval* – The Dean/Director of the Requestor’s department must sign and date.
   3. *Division Vice President Approval* – The Division VP must sign and date.
   4. *Budget Director –* Finance & Administration must sign-off (Marvin Hicks or designee).
   5. *EVP of Finance & Administration Approval* – (David LaChina or designee).
   6. *Director of Total & Talent Rewards Approval* – (Miriam Stokes or designee)
5. **Budget Use Only**
   1. *Position Fully Funded for Current Year* –Select yes or no.
   2. *Cost Center* – Indicate the Cost Center (aka “account”) number, name, and percentage of proposed labor distribution. Indicate multiple cost centers when applicable.
   3. *Organization Code* – Identifies the code for the Division.
   4. *Fund Code* – Code that identifies funding source for the position.
   5. *Position Number (PIN)* – Enter the Position Identification Number (PIN) and position title only if the position was previously assigned a PIN that is no longer attached to the position (used for another position, removed due to inactivity, etc.) If the request is associated with a new position, which is pending a number, please indicate.
   6. *Approved Budget* – Salary and fringe benefits, provided by the Total Rewards Manager or Budget Director.