



Board of Supervisors for the
University of Louisiana System

UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

CONTROL # _____

Institution Name: _____ 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 (Asso./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

Proposed Annual

Title: _____

Salary Range: _____

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: _____ Date: _____
Dean/Director and Vice President

Chief Business Officer Date: _____

President Date: _____

FOR SYSTEM OFFICE USE

Approved by: _____ System Authority Date: _____