## Please submit this completed form to your vice president at the time that annual budget requests are submitted for the upcoming academic year. Note: the budget section must be reviewed by the Associate Vice President for Budget & Finance, before this is submitted to your vice president.

*Items marked with \*\*\* should be answered with special care.*

1. **Position Description**

*Provide a detailed job description that includes the specific responsibilities and duties for the proposed position*

1. **Needs Analysis for Position \*\*\***

*Provide a clear rationale specifically addressing a demonstrated need for the proposed position. What data provides evidence of the need for this position?*

1. **Availability of Qualified Individuals to Fill Position**
2. **Alignment with Institutional Mission, Vision, and Strategic Plan**

*Describe how the proposed position aligns with Southern’s mission, vision, and strategic plan. Be specific and be sure to address questions such as: How will this position impact Southern’s market presence? How will it benefit the university? How does this position fit into the overall strategic direction and priorities of Southern?*

1. **Alignment with the Department/School’s Goals and Priorities**

*Describe how the proposed position aligns with the department or school’s goals and priorities. Be specific.*

1. **Position Outcomes & Goals \*\*\***

*Describe the outcomes, methods of assessment, metrics, and specific goals that will be used to evaluate the success of this position. Be specific.*

1. **Infrastructure & Physical Resources \*\*\***

*Describe the impact the proposed position will have on present infrastructure including any implications for additional equipment, space, staff, or other resources.*

1. **New Revenue/Enrollment Growth**

*Describe how this position results from, or will generate, new growth in Southern revenues and/or enrollment.*

1. **Identification of Critical Success Factors / Assessment of Risk Factors**

*Describe what institutional or external variables will support or endanger the viability of this proposed position.*

1. **Analysis of Alternatives to Proposed Position \*\*\***

*What will occur if this position cannot be approved?*

1. **Proposed Timeline**

*Describe the anticipated timeline for implementation.*

1. **Other Issues/Considerations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial Projections for New Position | | | | | |
|  | | | | | |
| **Revenues** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Tuition |  |  |  |  |  |
| Fees |  |  |  |  |  |
| Less scholarships (22% UG) |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total Revenues** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Expenditures** |  |  |  |  |  |
| Salaries and wages |  |  |  |  |  |
| Employee benefits (49%) |  |  |  |  |  |
| Professional fees |  |  |  |  |  |
| Purchased services |  |  |  |  |  |
| Consulting and legal services |  |  |  |  |  |
| Tuition assistance |  |  |  |  |  |
| Moving expense |  |  |  |  |  |
| Small equipment, e.g. computer |  |  |  |  |  |
| General |  |  |  |  |  |
| Office supplies |  |  |  |  |  |
| Lab & teaching |  |  |  |  |  |
| Duplicate housing expenses |  |  |  |  |  |
| Amortization of graduate school costs |  |  |  |  |  |
| Bad debt expense |  |  |  |  |  |
| Other |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total Expenses** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Project Income/(Loss) |  |  |  |  |  |
|  |  | | | | |
|  |
|  |
| Capital Expenditures (renovation, equipment) |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ACTION**

**Associate Vice President for Budget and Finance** Review Date \_\_\_\_\_\_\_\_\_

Comments:

**Vice President:** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

Comments:

**Strategic Planning & Budgeting** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

# **Committee**

Comments:

**Board of Trustees:** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

Comments: