

Norwich University
Request to Retain/Create/Upgrade a Staff Position*

1. Position Title: _____
2. Supervisor's Name: _____
3. Positions Current Compensation: Salary _____ Fringe _____
4. Position's Proposed Compensation: Salary _____ Fringe _____
5. Related Expenses:

Office Space: _____
Phone: _____
Computer: _____
Other Equipment: _____
Operating: _____
Other: _____
Total: _____
6. Are compensation and related expenses included in current fiscal year's budget? ____
At what amount? _____
7. If position is not in current budget or compensation and related expenses are greater than budgeted, what is the source of funding? _____
8. Is the position expected to be needed in subsequent years? _____
9. What is the source of funding for subsequent years? Please check one:
_____ From current funding level
_____ From mandatory increase in next year's budget
10. Primary responsibilities of the position:

11. The problems solved by retaining/creating/upgrading this position:

12. Alternative solutions to the problems:

13. Why retaining/creating/upgrading this position is the best solution:

*Does not apply to custodial staff.

