Windward Community Colleges
REQUEST TO FILL CRITICAL POSITION

<table>
<thead>
<tr>
<th>Position Number Or New*</th>
<th>Position Title</th>
<th>Pay Range</th>
<th>Minimum Monthly Salary</th>
<th>FTE</th>
<th>Estimated Fill Date</th>
<th>Salary Needs thru Fiscal Year</th>
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*If requesting a new position, check one: Temporary _______ or Permanent _______

Account Code(s): ____________________________

PROVIDE A DETAILED ANALYSIS, INCLUDING QUANTITATIVE DATA, TO JUSTIFY REQUEST.

1. Summary of position duties and responsibilities:

2. Identify the number and type of similar positions assigned to this program/unit.

3. Reason the position is needed and impact if this request is not approved:

4. How duties of requested position is currently being met, and alternative methods considered for delivery of required service:

5. If reallocation requested, state impact on the program/unit position reallocated from:

REQUESTED BY:                        APPROVED BY:

Vice Chancellor/Director Date        Chancellor Date

Rev. 4/2016