



**NORTH
CAROLINA
CENTRAL
UNIVERSITY**
FOUNDED 1910

Position Control Committee

Position Request Form

POSITION NAME:		POSITION NUMBER:	
HOW LONG HAS POSITION BEEN VACANT? WHY?		FUNDING SOURCE:	ATTACHMENTS:
			<input type="radio"/> Justification <input type="radio"/> Organizational Chart
GOALS/OBJECTIVES			
A.	Please describe the duties of this position, including the goals, objectives, and key performance indicators of the work unit to which this position reports. How do they support the University's strategic plan?		
B.	How is the work unit currently performing against its goals, objectives, and performance measures?		
OPERATIONAL EFFICIENCY			
A.	Please list other positions in your organization (or outside of your organization) that currently perform the same or similar duties of the vacant position. Can the vacant position be combined with another position to increase efficiency of operations?		



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B. Are there any workload or industry staffing standards available to justify the need for the position?

ORGANIZATIONAL STRUCTURE

A. What is the current organizational structure of the division/department to which this position reports? Please attach an Organizational Chart.

B. If the position is a supervisor, how many direct reports does this position supervise and what is the full scope?
NOTE: Some positions may not have direct reports, but may manage a major program or function.

C. Based on any benchmarking comparisons, what is the most prevalent business model or organizational structure for the work unit to which this position reports?

SERVICE LEVELS/CUSTOMER SERVICE

A. Who are the primary customers (i.e., students, faculty, staff, other) that are currently being served by this position?



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- B. What is the current level of customer service (as documented by surveys or other tools) that is being provided by the work unit to which the vacant position reports?

PROGRAM IMPACT/OTHER

- A. What is the impact of not filling the position?

DO NOT WRITE IN THIS SECTION

COMMITTEE REVIEW COMMENTS

☐ APPROVED ☐ DECLINED