

This J-1 is valid thru \_\_\_\_\_

# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

## JOB POSTING JUSTIFICATION FORM

Complete the Job Posting Justification Form as indicated based on the position being requested. If the position is approved by the President, Human Resources will create the job posting in PeopleAdmin® based on the information supplied below.

Completion of the form for **staff positions** should be based on what would be lost if this position was not filled.

Completion of the form for **curriculum and CCE faculty positions** should be based on what courses need coverage, expected number of contact hours generated by the position and how those contact hours were determined, amount of FTE generated, and history of enrollment in the courses.

**Position Title:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Supervisor/Hiring Manager:** \_\_\_\_\_

**Reason for Posting:**    *Replacement* ☐    *Expansion* ☐    *Grant-funded*    Yes ☐    No ☐

**If Replacement, who is being replaced?      Date of resignation or retirement?**

\_\_\_\_\_

**If Grant-funded, Grant Name?** \_\_\_\_\_

**Open Until Filled?**    Yes ☐    No ☐    **Internal Only?**    Yes ☐    No ☐

**Anticipated Hire Date?** \_\_\_\_\_    If PT, number of vacancies requesting to fill \_\_\_\_\_

\_\_\_\_\_

**Position Type:** Please select the appropriate position type:

- ☐ Full-time Staff (Complete required Sections 1 & 2, Section 4 Optional)
- ☐ Part-time Staff (Complete required Sections 1 & 2, Section 4 Optional)
  
- ☐ Full-time Curriculum Faculty (Complete required Sections 1 & 3, Section 4 Optional)
- ☐ Part-time Curriculum Faculty (Complete required Sections 1 & 3, Section 4 Optional)
  
- ☐ Full-time CCE Faculty (Complete required Sections 1 & 3, Section 4 Optional)
- ☐ Part-time CCE Faculty (Complete required Sections 1 & 3, Section 4 Optional)

\_\_\_\_\_

## **Section 1**

*[Required]*

**Applicant Reviewers:** List any requested applicant reviewers for access to be granted in PeopleAdmin®. If none, please select N/A. ☐ N/A

**Supplemental Questions:** List any supplemental questions for inclusion in job posting below. If none, please select N/A. ☐ N/A

**Position Justification:**

**Section 2**

**Staff Positions (Full-Time & Part-Time):**

**Impact of Position:** Explain what would be lost or adversely affected if this position were not filled. Consider operational efficiency, workload distribution, or specific tasks/functions impacted.

### Section 3

**Curriculum/CCE Faculty Positions (Full-Time & Part-Time):**

- a. **Courses Needing Coverage:** List the courses or areas that require coverage by this position.
- b. **Expected Contact Hours:** Describe the expected number of contact hours generated by this position and how this calculation was determined.
- c. **FTE Generated:** Explain how the addition of this position will affect the Full-Time Equivalent (FTE) calculations for your institution or department.
- d. **Enrollment History:** Provide a summary of the enrollment history in the courses or areas mentioned above and how it relates to the need for this position.

## **Section 4**

*[Optional]*

**Additional Comments:** Include any additional comments or recommendations regarding this position justification.

## **Submission and Approvals**

\_\_\_\_\_  
Hiring Manager's Signature

\_\_\_\_\_  
Date

## **Approval Signatures**

\_\_\_\_\_  
Coordinator/Department/Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Vice President/Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date