



“RATIONALE STATEMENT”

Date: _____

College: _____

Department: _____

Employment Action Requested

Reason for Requested Action (Please be succinct)

Position Duration (if applicable):

Requesting Hiring Authority

Date

Executive Action (for Provost/COO use only)

Approved Disapproved

Comments:

Provost/Chief Operating Officer

Date

Senior Vice President

Date

cc: Position Evaluation Committee