

MIDDLE TENNESSEE STATE UNIVERSITY
JUSTIFICATION FOR NEW POSITION
FISCAL YEAR _____

DIVISION: _____

DEPARTMENT: _____

INDEX NUMBER: _____

ACCOUNT CODE: _____

POSITION NUMBER: _____

POSITION TITLE: _____

POSITION SKILL LEVEL: _____ **POSITION PAYGRADE:** _____

JUSTIFICATION: _____

Vice President or Provost

President

PRIMARY DIV: _____

PRIMARY DEPT ORGN CODE: _____

TITLE CODE: _____

TITLE: _____

How to Complete the Justification of New Position Form

1. Please type in the required information. You may generate this form on your computer as long as the same information in this format is provided.
2. The "Division" is your Vice President
3. The "Object Code" will be
 1210. . . . for faculty positions
 1110. . . . for administrative positions
 1310. . . . for clerical and support positions
4. "Position Number" - Call the Budget Office for a new position number.
5. Please type in the "Position Title" as you request it to be. The "official" title that appears on budget documents may be slightly different because it will be the closest match available from the list of TBR approved position titles.
6. "Position Skill Level" (classified employees only) and "Position Paygrade" (administrative employees only) should be discussed with the Employment Office in Human Resources.
7. The "Justification" should be approximately 1-2 paragraphs which describe **WHY** this position is needed to support and justify you request.
8. Please write the new position in on the budget request form along with benefits equal to 26% of the annual salary for faculty or administrative positions or 20% for classified positions (the object code for benefits is 2000).
9. Please keep a copy of this form for your records.
10. This form, approved by appropriate levels, should be submitted to the Budget Office electronically. **You may e-mail it to position@mtsu.edu**

QUESTIONS?? CALL THE BUDGET OFFICE AT 5790