LARAMIE COUNTY COMMUNITY COLLEGE

NEW POSITION REQUEST PROCESS - FORM #1

(To be completed by the Requesting Manager)

Position Request Rationale For FY *Click here to enter text.*

Title of Position Requested: *Click here to enter text.*

Requesting Manager/Supervisor: *Click here to enter text.*

Position Description
Click here to enter text.

When a Requesting Manager completes the New Position Request Rationale Form #1, he or she should use the New Positions Decision-Making Rubric to guide the development of the rationale, which explains why a request supports or impacts the institution's priorities and values. A link to the rubric is below:

Link to New Positions Decision-Making Rubric

Rubric Traits
(Please indicate with an X each trait that relates to request.)

☐ **Rationale Related to Rubric Trait 1. Alignment with College Strategic Planning (S.P.) Goals and Strategies**

(Please indicate Strategic Plan Goals/Strategies ranking number.)

	☐	Tier One-Strategic Plan Goals/Strategies 1-7
	☐	Tier Two-Strategic Plan Goals/Strategies 8-17
	☐	Tier Three-Strategic Plan Goals/Strategies 18-23
	☐	Tier Four-Strategic Plan Goals/Strategies 24-32

Click here to enter text.

☐ **Rationale Related to Rubric Trait 2. Alignment with Focus 2017-2020 and Continuous Improvement Planning**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 3. Impact on Teaching and Learning**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 4. Evidence of Demand for the Position Based on Stakeholder Needs**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 5. Impact on Services Provided to Students**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 6. Impact on Campus Innovation**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 7. Impact on Continuous Improvement Processes**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 8. Feasibility of Implementation**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 9. Impact on Overall Operational Effectiveness and Productivity**
Click here to enter text.

☐ **Rationale Related to Rubric Trait 10. Impact on Campus Infrastructure or Core Services (*This trait will not apply to all positions.*)**
Click here to enter text.

Additional Comments
Click here to enter text.

Completed by Requesting Manager/Supervisor on: Click here to enter a date.
<small>DATE</small>

Discussed with Area Administrator on: Click here to enter a date.
<small>DATE</small>

Acknowledgement: ***Click here to enter text.***
<small>SIGNATURE</small>

Discussed with Executive Administrator on: Click here to enter a date.
<small>DATE</small>

Acknowledgement: ***Click here to enter text.***
<small>SIGNATURE</small>