



Staff Line Requisition Form

Date:

Department:

Submitted by:

Title:

Job Title:

Reason for Request:

Status:

Provide the department specific job description for vacancy : *(Please attach specific job descriptions for **all** budgeted staff in your department)*

How does the position meet the guiding principles outlined by the Dean in reviewing expenditures?

Guiding Principles

- We will shield our core curriculum, the very cornerstone of our mission, providing our students with an exceptional academic experience*
- We will continue to ensure that the best and brightest students can study at Emory regardless of their economic situation*
- We will work to advance research of the highest quality*
- We will strive to protect the employment of current Emory College faculty and staff*

What staff duties have been reduced or eliminated as a result of non personnel funding reductions?

What duties of this position could be absorbed by other staff within the department?

Please provide any information you feel would assist Dean Paul in making the decision to continue or eliminate this line.

Signature: