

ACTION MEMO TEMPLATE: ESTABLISH NEW EM POSITION ACTION MEMO

Date (right justified)

MEMORANDUM

(Use appropriate routing)

TO: *Name*
 President

VIA: *Name*
 4-year Chancellor or Vice President for Community Colleges

VIA: *Appointing Authority Name*
 Title

FROM: *Hiring Manager Name*
 Title

SUBJECT: REQUEST TO ESTABLISH NEW EXECUTIVE/MANAGERIAL
 POSITION, *(PROPOSED POSITION TITLE), (CAMPUS/SYSTEM)*

SPECIFIC ACTION REQUESTED:

It is requested that the President approve the establishment of a new executive/managerial position, *(Proposed Position Title), (Campus/System)*

JUSTIFICATION:

Pursuant to Board of Regents' Policy, RP 9.212, Executive and Managerial Personnel Policies, EPP 9.212, the President has the authority to establish, amend, or abolish EM positions except for positions that report directly to the Board or the President.

Provide justification for establishment of the position, including purpose of position, alignment to University's strategic goals, summary of major duties and responsibilities, and expected outcomes. Also indicate source of position count and proposed funding.

(Name)

Date

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ACTION RECOMMENDED:

It is recommended that the President approve the establishment of a new executive/managerial position, (Proposed Position Title), (Campus/System).

Attachment: Draft position description

Approved/Disapproved:

Name
President

Date