Adams State University
Justification for Personnel Action
(ATTACH TO PERSONNEL CONTRACT RECOMMENDATION)

Contact Information
Department: __________________________ Request Date: __________________________
Contact Person: ______________________ Phone Number: _______________________

Proposed Employee Action (Check one)
□ New Hire □ Promotion (not reallocation) □ Reallocation □ Supplemental □ Temporary Pay
□ Other: ____________

Proposed Budget Code: ___________________

Comments on Funding Source

Criteria for Request (Check all that apply)
□ Critical to the health, welfare, and safety of the public in general.
□ Would create a disruption to an essential College function if not filled.
□ Failure to perform this service would create legal liability.
□ Failure to perform this service would negatively impact student educational experience.

Essential Functions of the Position

How have you managed in terms of getting these functions done to date?

What won’t get done if the proposed action is not taken? (Consequence if request is not granted)
Executive Council Review

This request was submitted to Executive Council for review on ______________________.
Executive Council recommends that this request be  □ Approved  □ Not Approved

Recommended Limitations (if any):____________________________________________________
_________________________________________________________________________________

Presidential Approval

The above requested action has been evaluated and that the needs described above cannot be
met in any other prudent manner.

_____________________________  ______________________
Beverlee J. McClure, President  Date