**PRC: Proposal for Position Upgrade\* Classified Staff or Administrative Faculty**

**Hiring Department Date**

**Position Title Sup/Manager**

**1. Duties of the proposed position.**

**2. Rationale for upgrading. If existing position with a substantial change in duties, describe what duties have been added or deleted, and why this change is necessary.**

**3. Describe the importance of the position to the long-term success of the University.**

**4. Provide detailed budget analysis for the new position.**

**5. State how the work will be accomplished if the position upgrade is not approved.**

**What are the implications to the University if the position is not upgraded?**