

PRC: Proposal for New Hire/Replacement Hire\*

**Hiring Department:** **Date:**

**Position Title:****Hiring Manager:**

1. **Describe the specific need for the position. (If a teaching position, include courses to be taught. If applicable, include enrollment history for past 3 academic years.)**

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

1. **Explain how adding this position or changing the duties will strengthen the department and contribute to EOU’s strategic goals.**

1. **What, if any, alternatives to filling the position were considered?**

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

1. **How will this position be funded?**