ACTION MEMO TEMPLATE: ESTABLISH NEW EM POSITION ACTION MEMO

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.
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                                        Date
President