



## **JUSTIFICATION NARRATIVE FOR HIRING & PAYING NEW SWOSU EMPLOYEES**

***This narrative must be completed and submitted with any E-Trieve forms directed to the attention of President Lovell.***

*Thank you for taking the time to answer the following detailed questions. I realize these requests can appear daunting, but I want you to know that its purpose is to improve information coming to the administration so we can utilize the resources of Southwestern Oklahoma State University (SWOSU) prudently. In these extraordinarily tight budgetary times, with employment costs reaching over 70% of SWOSU's overall budget, it is critical to expend money wisely. Many tasks the university needs done can be accomplished in other ways other than a full-time employee. Benefits packages which we all enjoy and the employment taxes SWOSU must pay are extraordinarily expensive and are in addition to the salary of an individual. SWOSU needs creative thinking about how SWOSU can hire for tasks to be accomplished without most solutions being to hire full-time with benefits.*

*- Diana R. Lovell, PhD, President, SWOSU*

---

1. Please list your name; SWOSU title; and SWOSU e-mail address.
2. What is the official title of the position detailed herein?
3. Please detail what this form requests: a new full-time staff member, a new full-time faculty member, a temporary part-time employee, an adjunct--please be specific.
4. Is the position detailed herein an existing position, or a new position? Please elaborate.
5. Is the position detailed herein provided for in the current SWOSU budget? Please elaborate.
6. If the position detailed herein is Full-Time, please elaborate as to why it could not be part-time, temporary, or adjunct.
7. Does the position detailed herein incur cost increases of any kind to SWOSU? Please elaborate.
8. Please provide the relevant College & University Professional Association (CUPA) data. SWOSU Human Resources can assist as needed.
9. IF APPLICABLE: Please list existing position base compensation; fringe costs; and the sum of base compensation and fringe.
10. IF APPLICABLE: Please list any requested adjustments to existing base compensation; fringe costs; and the sum of base compensation and fringe as adjusted.
11. IF APPLICABLE: Why is an adjustment necessary to the base compensation/fringe of existing position?
12. IF APPLICABLE: Are there offsets elsewhere in the SWOSU budget that mitigate the impact of the requested adjustment to existing position?
13. IF APPLICABLE: Please list new position base compensation; fringe costs; and the sum of base compensation and fringe.
14. IF APPLICABLE: Why is this new position necessary and justified?
15. Please elaborate on how filling this existing position/creating this new position will help SWOSU save money; reduce costs; and/or increase enrollment and enhance retention?