Santa Clara University  
Request for Approval to Fill Continuing Staff Position

Department:
Position Title:
PCN #:

1. How did the vacancy occur, and how long has the position been vacant? If applicable, how have the duties of the position been performed in the interim period?

2. Are there currently other vacancies in the department? If so, please list.

3. How does the position further the University’s mission and meet a strategic need for the University?

4. If the position is not filled, what is the strategic impact on the University?

5. Can filling of the position be deferred? If so, for what period of time can filling of the position be deferred and what will be the strategic impact on the University of deferring the filling of the position?