

Miami Dade College  
POSITION JUSTIFICATION FORM

<b>District/Campus:</b> <b>Department:</b> <b>Position Title:</b> <b>Position Number:</b> <b>PEC/PENC/SNE/Instructional:</b> <b>Position Grade:</b>	
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**At a minimum, please provide a justification for the following in the space provided below:**

1. Why is an exception to the hiring freeze being requested?
2. What is the essential function of this position? Please attach a current job description.
3. How long has the position been vacant?
4. How has the function been performed during the time the position has been vacant?

**Justification:**

**Miami Dade College**  
**POSITION JUSTIFICATION FORM**

District/Campus:	0
Department:	0
Position Title:	0
Position Number:	0
PEC/PENC/SNE/Instructional:	0
Position Grade:	0

\_\_\_\_\_  
Signature of Requestor / Position Title      Date

\_\_\_\_\_  
Area Head/Director/Dean      Date

\_\_\_\_\_  
Campus President / Vice Provost      Date

\_\_\_\_\_  
Provost      Date

\_\_\_\_\_  
College President      Date