

Position #: \_\_\_\_\_

**CENTENARY COLLEGE OF LOUISIANA  
POSITION CREATION-DELETION FORM**

POSITION ELIMINATED: \_\_\_\_\_ Date \_\_\_\_\_

POSITION CREATED: \_\_\_\_\_ Date \_\_\_\_\_

CUPA Position # \_\_\_\_\_ Comparative CUPA Title if applicable \_\_\_\_\_

Low: \_\_\_\_\_ Mid: \_\_\_\_\_ High: \_\_\_\_\_



<i>SELECT CLASSIFICATIONS: (CHECK ALL THAT APPLY)</i>			
COLUMN 1 ____ Faculty ____ Administrative (Exempt) ____ Support Staff (Non-Exempt)	COLUMN 2 ____ Full time ____ Part time  ____ Temporary ____ Adjunct/ Instructor	COLUMN 3  ____ Benefits ____ No Benefits ____ Partial Benefits	COLUMN 4  ____ % of Travel Required ____ Credit Card Required ____ Laptop Required ____ Cell Phone Required

<i>COMPLETE INFORMATION FOR DAYS AND HOURS TO WORK</i>
Scheduled days to work: _____ Scheduled hours to work (per week): _____
PLEASE NOTE BELOW TYPICAL DAILY SCHEDULE IF OTHER THAN M-F, 8A.M. TO 5P.M:

Approved by:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet Member for Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Blue, VP for Finance & Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Christopher L. Holoman, President

\_\_\_\_\_  
Date

NOTES: