

Counselor Hiring Justification Form
For Academic Year: 2017-2018
(Please complete one form for each position requested.)
(Updated September 2016)

Initiator:

Campus:

Position:

Date:

Number of months for this position: 10 months_____ 12 months_____

Types of Counseling Services	Year	Number of Students Served
Personal Counseling	2014-2015	
	2015-2016	
	2016-2017	
Career Counseling	2014-2015	
	2015-2016	
	2016-2017	
Transfer Counseling	2014-2015	
	2015-2016	
	2016-2017	
Academic Counseling	2014-2015	
	2015-2016	
	2016-2017	
Admissions Counseling	2014-2015	
	2015-2016	
	2016-2017	
Special Populations Counseling (specify)	2014-2015	
	2015-2016	
	2016-2017	
Placement Testing	2014-2015	
	2015-2016	
	2016-2017	
Other (specify)	2014-2015	
	2015-2016	
	2016-2017	

Meetings/Committees	Year	Number of Students Served	
Staff Meetings	2014-2015		
	2015-2016		
	2016-2017		
Committees (specify)	2014-2015		
	2015-2016		
	2016-2017		
Special Projects (specify)	2014-2015		
	2015-2016		
	2016-2017		
		10 months	12 months
Number of Counselors	2014-2015		
	2015-2016		
	2016-2017		

1. Describe how the lack of full time Counselor(s) has caused counseling service concerns.

2. List responsibilities unique to this counseling position.

3. Provide data justification (i.e., current local and national issues/trends affecting the need for counseling; enrollment projections, institutional research reports/data, etc.) to support sustaining demand for this service.

In addition to completing the data table above, please provide information that would address any:

- Accreditation, licensing, certification requirements in the discipline
- Unusual circumstances in the discipline such as a long term illness of a current faculty member
- Other disciplines that could be impacted by not having an additional faculty member
- Items that the College should consider in relation to the discipline when setting the hiring priorities

T. Carney:
College Council Approval: 12-13-07