

**Justification for Initiation of Search or Certain Personnel Appointments/Actions in the
General Fund for Academic Affairs**

Complete this form and retain or forward as indicated below. This form must be attached to all Personnel Requisitions for all requests to initiate a search for all management, probationary, and temporary renewable staff appointments of six months or more.

Department Name: _____

Please explain why the hire or personnel action requested is essential to the educational mission of the campus:

I certify that a budgetary review has been completed to ensure that sufficient general funds are available for this action:

Dean/Director's Signature: _____ **Print Name:** _____ **Date:** _____

This form is to be retained by the Dean/Director for all actions involving the hire of students (Work-Study, Student Assistant, Graduate Assistant, and Teaching Associate). **The form is to be forwarded with all other requests to the appropriate Vice President.**

Provost/ VP's Signature: _____ **Print Name:** _____ **Date:** _____

(For all searches for MPP or staff, including temporary renewals and emergency hire appointments.)

Approved Disapproved

- All approved actions must be forwarded to the Office of Human Resources - Mail Code 8229
- Non-renewals of temporary appointments must also be forwarded to the Office of Human Resource Services for appropriate follow-up with the affected department.