Approval faxed to:
□Chair_____ Date:_____
□Dean_____ Date:_____

Justification No:_____
(To be assigned by AAR)

AAR Justification for *Initiating* a Search

Department: _____

Position Title:_____

☐ **New Position** ☐ **Replacement Position For**: _____
☐ **DOL Search#** **Current Immigration Status**_____
Must be signed by Faculty Immigration Specialist prior to filing with AAR

TYPE: ☐Faculty 9mth ☐Faculty 12mth ☐Non-Classified ☐Classified Grade_____

FUNDING: Budgeted: Page Number: _____ Line Number: _____

Current Budgeted Salary:_____

☐Salary Savings Source of Salary Savings:_____

☐Grant* FOAP_____
*Must be signed by Sponsored Programs prior to filing with AAR

Other:_____

Annual Salary Requested: _____ **Benefits**: ☐Yes ☐No **Date Needed**: _____

JUSTIFICATION FOR HIRING

Can hiring be delayed? ☐No ☐Yes If so, how long?_____

Is there a hiring alternative? _____

_____

What are the ramifications of not filling this position?_____

_____

_____

Other information for consideration: _____

_____

_____

_____ _____ _____
Supervisor/Chair Signature/ Date Dean Signature/Date #Faculty Immigration Specialist

_____ _____
*Sponsored Program Accounting Vice Chancellor Signature/ Date

cc:_____
_____
_____