



**Direct Supervisor**  
**(Attach a justification for action requested.)**

\_\_\_\_\_  
Direct Supervisor's Signature

\_\_\_\_\_  
Date

**Department Head/Director**

- Agree as is
- See attached

\_\_\_\_\_  
Department Head/Director's Signature

\_\_\_\_\_  
Date

**Dean**

- Agree as is
- See attached

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

**Area VP/Executive Director**

- Agree as is
- See attached

\_\_\_\_\_  
Division Head's Signature

\_\_\_\_\_  
Date

HR Review and Posting on Blackboard

\_\_\_\_\_  
Date

**Affirmative Action Committee Determination:**

- Need More Information – (please indicate below question by committee)
  
- Approved
  
- Disapproved – (please note reason and vote totals)

**Affirmative Action Chair**

\_\_\_\_\_  
Affirmative Action Chair's Signature

\_\_\_\_\_  
Date

**President**

- Agree as is
- See attached

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date