

## *Appeal of the Waiver of Search Denial*

Appeals of the waiver of search denial must be submitted to the Affirmative Action Office (AAO) within 10 business days from the date of the denial notification.

Name of Hiring Manager: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Dept./Office: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Position for which the waiver of search was requested: \_\_\_\_\_

Date of notification from AAO regarding waiver decision: \_\_\_\_\_

Please provide any new or additional information regarding the reasons for the appeal above and beyond the information originally submitted on the online *Waiver of Search*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### *Appeal Process and Timeline:*

1. Hiring manager submits appeal form to the AAO within 10 business days from the date of the denial notification.
2. Upon receipt of the appeal, the AAO will circulate information to the Affirmative Action Committee (AAC).
3. AAC members have 48 hours to respond to the AAC chair(s) with their decisions.
4. AAC chair(s) will notify the AAO of the committee's final decision.
5. The AAO will notify the hiring manager of the committee's decision.

**Personal appeals to individual committee members or the committee as a whole are not permitted. There are no further appeals available in this process.**