

5. JUSTIFICATION (to be completed with support from your [HR Advisor](#))

Provide a brief overview of the background of the position/ research program and staff member, and the business case for why a direct appointment is justified, with reference to the criteria outlined in Section 4.

Background Information:

Reason:

A direct appointment is required because:

- 1.
- 2.
- 3.
- 4.

6. RECOMMENDATION Head of School or Director

Name & Position:		Signature:		Date:	
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7. ENDORSEMENT Executive Dean or Corporate Manager

Name & Position:		Signature:		Date:	
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8. FINAL APPROVAL Executive Director, Human Resources, or the Chief Operating Officer, Deputy Vice-Chancellor and Vice-President, or the Vice-Chancellor and President.

The endorsed form is to be sent to the faculty or division HR Advisor who will submit the form for approval.

Name & Position:		Signature:		Date:	
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