

Out of State Guidelines

Human Resources Office of the Provost

- Step 1: Supervisors will need to obtain Department Head AND SVP Approval.
 - Recruitment/Position **meets [eligibility criteria](#)**: Departments are to submit a justification memo requesting all out-of-state/international employment engagement which must be approved by Department Heads and Liesl Folks at the Senior Vice President Level. These are to be routed to Marilyn Taylor (taylorm@arizona.edu) and Jazmin Saavedra (jazmins@arizona.edu) for review and routing to Liesl.
 - Recruitment/Position **does not meet [eligibility criteria](#)**: Recruitments/Individuals who do not meet eligibility criteria would not be eligible for an out-of-state domestic work arrangement. Departments may request an **exception** by following the normal procedures for a request listed above. Justifications must contain evidence that their position is highly specialized and/or is a hard-to-fill role where it would be difficult or impossible to secure someone to work in Arizona.

- Step 2: Upon Liesl's approval, Provost HR Team will notify supervisor. Supervisor will then complete an out-of-state electronic request for review and submission to Central HR by the Provost HR Team.
 - For Existing Employees and Identified Candidates (Non-Competitive Recruitments), please click [here](#) to complete form.
 - For New Recruitments, please click [here](#) to complete form.