Workflow: Hiring Proposal and Closing a Position

Manager/Supervisor

Unit Head

Senior Administrator

Office International Edu

Human Resources

VPI or PSO or OVPR

Faculty Affairs

Associate Provost for FA or Vice Provost AA or Provost AA or President

Equal Opportunity Office

Submit Hiring Proposal

Receive 1st Level Approval

Receive 2nd Level Approval (Dean or VP)

Is Sponsorship Required?

Y: Rec OIE Approval

N: HR Background Check

Rec OIE Approval

Is Position VPI, PSO or OVPR?

Y: Receive approval from VPI, PSO, or OVPR

N: Review Faculty Appt. Package

Does position need OFA, Vice Provost, Provost, or Presidential Approval?

Y: Collect Demographic Information & Close Position

N

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