Position Approval Workflow

Initiation

 Hiring Coordinator initiates new position request prior to job requisition approval

Approval Step 1 Faculty/Divisional Finance Managers confirm budget in relation to all new academic & professional positions (irrespective of funding source)

Approval Step 2

- New Academic positions approved by Executive Dean (Discretionary funded only)
- New Professional positions approved by Job Family Head (Discretionary funded only)

Approval Step 3 New Professional positions approved by Chief Operating Officer (Discretionary funded only)