

Workflow for Staff Positions for Hiring Proposals

Initiator (Hiring Manager)*



Department Head (Approver 1)

The Dean of the department. PeopleAdmin automatically gives the name. This never goes to Cynthia Cedillo.



Executive Staff (Approver 2)

The Executive Staff of the department.

*Academic Affairs and Provost –
Dr. Hector Quintanilla*

*Student Affairs/Dean of
Students – Dr. Dennis Hall*

Advancement – Jerri Schooley

Finance and Administration – Donna Nance

*Enrollment, Marketing &
Communications – Alan Liebrecht*

**Skip Director of Academic Operations
(Approver 3)**

Faculty positions only

Finance (Approver 4)



Human Resources

**Note: The Initiator will need to email Human Resources a copy of the Job Description if this is a new position to the campus.*