

Workflow for **Faculty** Hiring Proposals

Initiator (Hiring Manager)*



Department Head (Approver 1)

The Dean of the department. PeopleAdmin automatically gives the name. This never goes to Amber Tejada.



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*



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

Amber Tejada



Finance (Approver 4)



Human Resources

**Note: The Initiator will need to email the Provost office with the Faculty Recommendation Form before submitting a Hiring Proposal on PeopleAdmin for Full-Time Staff only.*