



Workflow for Faculty Positions

Initiator (Hiring Manager)*



HR (Approver 1) – Angela Dampeer



Department Head (Approver 2)
The Dean of the department. PeopleAdmin automatically gives the name. This never goes to Amber Tejada.



Executive Staff (Approver 3)
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 4)**
Amber Tejada



Finance (Approver 5)



Human Resources

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