



Workflow for Grant Funded Positions

Initiator (Hiring Manager)*



HR (Approver 1) – Angela Dampeer



Grant Manager – Brian Builtta



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



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

Skip Director of Academic Operations (Approver 4)
Faculty positions only

Finance (Approver 5)



Human Resources

**Note: The Initiator will need to email Angela Dampeer directly to let her know that the posting submission is a Grant Funded position so she knows to send it to the Grant Manager after her approval.*