Workflow for **Grant** Funded Positions

1. **Initiator (Hiring Manager)***
2. **HR (Approver 1) – Angela Dampeer**
3. **Grant Manager – Brian Builta**
4. **Department Head (Approver 2)**
   - The Dean of the department. PeopleAdmin automatically gives the name. This never goes to Cynthia Cedillo.
5. **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

6. **Finance (Approver 5)**
7. **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.