



**Workflow for Staff 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*

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

**Finance (Approver 5)**



**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.*