

# Requisition Approval Workflows

## Academic Non-Grant-Funded Staff Position (Standard Academic Staff Workflow):

1. Deans and Vice Provost
2. Provost
3. VP Finance and Ops
4. AVP of Budgeting
5. AVP of Human Resources
6. HR Partner

Sample Scenario: Hiring an Office Professional in a College.

## Academic Staff Grant-Funded Position:

1. Deans and Vice Provost
2. Sponsored Programs Director
3. Provost
4. VP Finance and Ops
5. AVP of Budgeting
6. AVP of Human Resources
7. HR Partner

Sample Scenario: Hiring an Onsite Worker for the Butterfly Grant

## Staff Non-Grant (Standard Staff Workflow):

1. VPs and General Counsel
2. VP Finance and Ops
3. AVP of Budgeting
4. AVP of Human Resources
5. HR Partner

Sample Scenario: Hiring an Integrated Marketing Specialist in the Integrated Marketing and Communications Office.

## Staff Grant-Funded Position:

1. VPs and General Counsel
2. Sponsored Programs Director
3. VP Finance and Ops
4. AVP of Budgeting
5. AVP of Human Resources
6. HR Partner

Sample Scenario: Hiring a Project Manager funded by a grant with a specific end date.

## Faculty Standard Workflow (Formally Under Forms A and B)

1. Dean
2. Provost
3. AVP of Human Resources
4. HR Partner

Sample Scenario: Chair initiates a search for a faculty member.

## Graduate Assistant Position:

1. Dean
2. HR Partner

## Student Position:

1. HR Partner