Texas Wesleyan
OFFICE OF HUMAN RESOURCES

# Workflow for **Faculty** Positions

**Initiator (Hiring Manager)***

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**HR (Approver 1)**

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**Department Head (Approver 2)**
*The Dean of the department.*
*PeopleAdmin automatically gives the name.*

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**Executive Staff (Approver 3)**
*The Executive Staff of the department.*

**Academic Affairs and Provost**

**Student Affairs/Dean of Students**

**Advancement**

**Finance and Administration**

**Athletics Director**

**Enrollment, Marketing & Communications**

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**Director of Academic Operations (Approver 4)**

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**Finance (Approver 5)**

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**Human Resources**

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