Texas Wesleyan
OFFICE OF HUMAN RESOURCES

Workflow for **Grant** Funded Positions

Initiator (Hiring Manager)*

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HR (Approver 1)

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Grant Manager

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Department Head (Approver 2)

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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

Athletic Director

Enrollment, Marketing & Communications

Skip Director of Academic Operations (Approver 4)
Faculty positions

Finance (Approver 5)

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Human Resources

**Note: The Initiator will need to email Human Resources directly to let Approver 1 know that the posting submission is a Grant Funded position so she knows to send it to the Grant Manager after her approval.*