Texas Wesleyan
OFFICE OF HUMAN RESOURCES

Workflow for **Staff** 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

Enrollment, Marketing & Communications

<u>Skip</u> Director of Academic Operations (Approver 4)
Faculty positions only

Finance (Approver 5)

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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 or has been updated.*