Instructional - Executive Position Description
Create New Position

Hiring Official
Initiates Action

Level 1
Dept Approval
(Approve/Return)

Level 2
Division or Dean Approval
(Approve/Return)

Provost
(Approve/Return)

Budget
(Approve/Return)

Investment Administration
(Approve/Return)

Sponsored Programs
(Approve/Return)

Compensation
Review & Approval of Position

Notify Employment (EO) to Create Posting

Financial Approvers can return action to Hiring Official. Hiring Official can then return action with information requested.

Only send to appropriate financial approvers based on funding.

Users:
Hiring Official
Level 1: Department Approver
Level 2: Division or Dean Approver
Provost
Budget: VIMS or W&M
Sponsored Programs: VIMS or W&M
Investment Admin: W&M only
Compensation
Employment: EO

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