**Instructional - Executive Position Description**
**Update-Reclassify Existing 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
- **Approve Position Modification**
  - No Recruitment
- **Notify Employment (EO) to Create Posting**

**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

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.

06/2014