Instructional Faculty or Executive Position Description
To Re-fill a Position Previously Approved in PeopleAdmin

- Hiring Official Initiates Action
- Level 1 Dept Approval (Approve/Return)
  - Financial Approvers can return action to Hiring Official. Hiring Official can then return action with information requested.
- Level 2 Division or Dean Approval (Approve/Return)
- Budget (Approve/Return)
- Sponsored Programs (Approve/Return)
- Investment Administration (Approve/Return)
- Employment (EO) Posting

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

Only send to appropriate financial approvers based on funding.