**Staff or Professional Position Description**
Create New Position

- **Hiring Official**
  - Initiates Action
  - Level 1 Dept Approval (Approve/Return)
  - Level 2 Division or Dean Approval (Approve/Return)

  **Compensation Initial Review** (Approve/Return)

  **Provost**
  - Professional Positions (Approve/Return)

  **VP of Administration**
  - Staff Positions (Approve/Return)

  **Budget** (Approve/Return)

  **Sponsored Programs** (Approve/Return)

  **Investment Administration** (Approve/Return)

  **Compensation Final Approval**

  **Approved New Position**
  - Send to Employment for Posting Creation

**Users:**
- Hiring Official
- Level 1: Department Approver
- Level 2: Division or Dean Approver
- Provost: Professional Approver
- VP of Administration: Staff Approver
- Budget: VIMS or W&M
- Sponsored Programs: VIMS or W&M
- Investment Admin: W&M only
- Compensation
- Employment - HR

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.