Staff - Professional Position Description
Update - Reclassify Existing 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 PD Modification
No Recruitment

Approved PD Modification
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.