



Requisition Approval Workflows

Academic Non-Grant-Funded Staff Position (Standard Academic Staff Workflow):

- 1.
5. AVP of Human Resources
6. HR Partner

Academic Staff Grant-Funded Position:

1. Deans and Vice Provost
2. Sponsored Programs Director
3. Provost
4. VP Finance and Ops
5. AVP of Budgeting
6. AVP of Human Resources
7. HR Partner

Scenario Hiring an Onsite Worker for the Butterfly Grant

Staff Non-Grant (Standard Staff Workflow):

1. VPs and General Counsel
2. VP Finance and Ops
3. AVP of Budgeting
4. AVP of Human Resources
5. HR Partner



Staff Grant-Funded Position:

1. VPs and General Counsel
2. Sponsored Programs Director
3. VP Finance and Ops
4. AVP of Budgeting
5. AVP of Human Resources
6. HR Partner

Sample Scenario Hiring a Project Manager funded by a grant with a specific end date.

Faculty Standard Workflow (Formally Under Forms A and B)

1. Dean
2. Provost
3. AVP of Human Resources
4. HR Partner

Sample Scenario Chair initiates a search for a faculty member.

Graduate Assistant Position: