



Workflow for Staff Positions

Initiator (Hiring Manager)*



HR (Approver 1) – Angela Dampeer



Department Head (Approver 2)
The Dean of the department. PeopleAdmin automatically gives the name. This never goes to Cynthia Cedillo



Executive Staff (Approver 3)
The Executive Staff of the department.

*Academic Affairs and Provost –
Dr. Hector Quintanilla*

*Student Affairs/Dean of
Students – Dr. Dennis Hall*

Advancement – Jerri Schooley

Finance and Administration – Donna Nance

*Enrollment, Marketing &
Communications – Alan Liebrecht*

**Skip Director of Academic Operations
(Approver 4)**
Faculty positions only

Finance (Approver 5)



Human Resources

**Note: The Initiator will need to email Human Resources a copy of the Job Description if this is a new position to the campus.*