Request to Hire Staff Form (Non-Faculty)
Routing for Signatures

New Permanent Position/Upgrade or In-Grade Promotion/Repurposing of Existing Position

1. Supervisor
2. Division Budget Manager (for A&F Division, the Budget Office)
3. Dean/Director/AVP
4. Vice President
5. Budget Office
6. EVP & President
7. Budget Office
8. Human Resources

Existing Position/Temporary Position/Interim Appointment

1. Supervisor
2. Division Budget Manager (for A&F Division, the Budget Office)
3. Dean/Director/AVP
4. Vice President
5. Budget Office
6. Human Resources