Non Academic Department Approval Chains

Job Opening

1. Hiring Manager
2. Department Head
3. Budget Office
4. Vice Chancellor
5. Multiple Approvers (HR)

Job Offer

1. Hiring Manager
2. Department Head
3. Budget Office
4. Vice Chancellor
5. Comp Review (Jatata Cozart)*
6. Multiple Approvers (HR)

Academic Department Approval Chains (includes all departments reporting to the Provost)

Job Opening

1. Hiring Manager
2. Department Head
3. Dean’s Office
4. Budget Office
5. Provost’s Office
6. Multiple Approvers (HR)

Job Offer

1. Hiring Manager
2. Department Head
3. Dean’s Office
4. Budget Office
5. Provost’s Office
6. Comp Review (Jatata Cozart)*
7. Multiple Approvers (HR)

(For staff offers only)

*For any department that has concern in regards to the compensation, they have the option to include an additional compensation review earlier in the approval chain (right after the hiring manager).

**Please note some divisions may require additional approvals that are not listed on these chains.

***Counter offers must be submitted through offer approval chain.