Non Academic Department Approval Chains

Job Opening

Hiring Manager	→	Department Head	→	Fiscal Manager or Delegate	→	Budget Office	→	Vice Chancellor's Office	→	Multiple Approvers (HR)

Job Offer

Hiring Manager	→	Department Head	→	Fiscal Manager or Delegate	→	Budget Office	→	Vice Chancellor's Office	→	Multiple Approvers (HR)

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

Job Opening

Hiring Manager	→	Department Head/Center Director	→	Fiscal Manager or Delegate	→	Budget Office	→	Provost's Office/Vice Chancellor's Office	→	Multiple Approvers (HR)

Job Offer

Hiring Manager	→	Department Head/Center Director	→	Fiscal Manager or Delegate	→	Budget Office	→	Provost's Office/Vice Chancellor's Office	→	Multiple Approvers (HR)

For any department that has concern about starting pay ranges, they may contact Human Resources prior to posting.

Please note some divisions may require additional approvals that are not listed on these chains. This may be the case when multiple sources of funding are being used.

Counter offers must be submitted through offer approval chain.

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