Create New Position Work Flow

1. Department Head/Dean completes Create Position Form
   - Compensation: Verifies relevant data
   - OSP, Agency, or Restricted Gifts: Verifies funding
   - Vice President: Reviews position request and proposes funding source
   - HR Vice President: Reviews position request

2. Position Approved: Yes
   - Provost: Reviews position scope and verifies funding source for AVP only
   - Executive VP: Reviews position scope and verifies funding source

3. Position Approved: Yes
   - Budget Office: Validates chartstring and budget fringe costs
   - Position Management: Verifies the data and creates the position

4. Position Approved: No
   - Notify e-mails sent when created
   - Department Originator
   - Employment
   - Financial Systems

5. **If denied by EVP, an email notification will be sent to the HVP, Provost (if applicable), VP of area and Department Originator of Position Request.**

6. **If denied by Provost, an email notification will be sent to HVP, VP of area and the Department Originator of Position Request.**

Position Types (On-line Create Form)

1. Professional Admin & Clerical (requires EVP Approval and Provost Approval if applicable) 1-2-4-5-6-7-8-9 or Split Funded 1-2-3-4-5-6-7-8-9
2. Permanent Faculty 1-4-6-7-8-9
3. Permanent Union Positions 1-4-5-7-8-9
4. Research Positions (non start-up) 1-3-9
5. Professional Admin & Clerical (non BC-budgeted) 1-2-3-9
6. Bud Development (approved by Budget Memo Process) 1-8-9
7. Other (Research Fellows and temp replacing a perm position) 1-4-5-6-7-8-9