

Workflow #1		Research (Operating Funds)	External Relations	Non-Academic Departments	Academic Departments
1	Hiring Manager	Hiring Manager			
2	Optional –Manager Approval, an additional level of approval or co-manager				
3	First Level Approver	Director or AVP	Director or AVP	Director or AVP	Dean, Vice Provost, or University Librarian
4	Finance				
5	Human Resources				
6	Second Level Approver	VP Research & Innovation	VP External Relations	VP Admin & Finance	Provost
7	Staffing Review Committee				
8	President				

<b>Workflow #2</b>		<b>Research (Fund 50)</b>	<b>External Relations</b>	<b>Non-Academic Department</b>	<b>Academic Department</b>
<b>1</b>	<b>Hiring Manager</b>	Grant holder	Hiring Manager		
<b>2</b>	<b>Optional – Manager Approver, an additional level of approval or co-manager</b>				
<b>3</b>	<b>First Level Approver</b>	Dean or Centre Director	Director or AVP	Director or AVP	Chair, Director, or Manager
<b>4</b>	<b>Finance</b>				
<b>5</b>	<b>Human Resources</b>				
<b>6</b>	<b>Second Level Approver</b>	VP Research & Innovation	VP External Relations	VP Admin & Finance (or designate)	Dean, Vice Provost, or University Librarian