ROLES & RESPONSIBILITIES
for Faculty, Student, POI New Position eForms

1. Requestor (Dept Admin)
   Enter accurate information and submit the eForm on time.
   CRITICAL FIELDS:
   CBC, Contract Amount, Funding Source, FTE, Hours, Job Title, Posting ID

2. Department Manager
   Validate and approve faculty and student positions.
   CRITICAL FIELDS:
   Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency

3. Budget Authority
   Validate and approve cost-center funded positions.
   CRITICAL FIELDS:
   Cost Center Funding, Distribution, Funding Gaps, FTE, Start/Effective/End Date

4. PI/PM
   Validate and approve funding sources and timeframe.
   CRITICAL FIELDS:
   Distribution, End Date, Funding Sources, Start Date/Effective Date

5. Grants Research Officer
   Validate and approve grant funded positions.
   CRITICAL FIELDS:
   Distribution, End Date, Grant Funding, Start Date/Effective Date

6. Dean’s Office
   Validate and approve academic department faculty positions.
   CRITICAL FIELDS:
   Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency

7. VPAFS
   Validate and approve faculty positions.
   CRITICAL FIELDS:
   Department, Employee Type, Funding Availability, FTE, Job Code, Job Title, Report To

8. Budget Office
   Validate and approve faculty and student positions.
   CRITICAL FIELDS:
   Distribution, End Date, FTE, Funding Gaps, Funding Sources, Start Date/Effective Date

9. Employee Services
   Validate and approve all eForm content.
   CRITICAL FIELDS:
   Benefits, Compensation