

EASTERN WASHINGTON UNIVERSITY  
HUMAN RESOURCE SERVICES  
ACTION APPROVAL CHECKLIST

**Classified Actions:**

Additional Appointment/Compensation:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Change in job term (increase):

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Appointment extension:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Initial Employment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Lateral Movement:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Layoff action:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Percent increase:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Premium Pay/Special Pay:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Director of Human Resources, Rights and Risk
- Vice President and/or President

Promotion:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

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Reassignment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Reclassification:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Recruitment waiver:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Affirmative Action Officer
- Vice President
- President
- Director of Human Resources, Rights and Risk

Request to fill:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Supervisor/chair change:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)

Temporary Promotion:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Termination:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Transfer:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Temporary Salary Increase:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

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Leave of Absence:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

**Exempt Actions:**

Additional Appointment/Compensation:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Change in job term (increase):

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Appointment extension:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

General Salary adjustment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Initial Employment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Interim to regular appointment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Job Title Change:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Percent increase:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Promotion:

- Level 1 (supervisor/chair)

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- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Reappointment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Reassignment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Reclassification:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Recruitment waiver:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Affirmative Action Officer
- Vice President
- President
- Director of Human Resources, Rights and Risk

Request to fill:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Supervisor/chair change:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)

Temporary Promotion:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Temporary Salary Increase:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Leave of Absence:

- Level 1 (supervisor/chair)

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- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Termination:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

**Faculty Actions:**

Additional Appointment/Compensation:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Change in job term (increase):

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

General Salary adjustment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Initial Employment (Tenure Track):

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Initial Employment (Special Faculty):

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Interim to regular appointment:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Overload:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Percent increase:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

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Promotion:

- Level 1 (supervisor/chair)
- DPC
- CPC
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Reappointment:

- Level 1 (supervisor/chair)
- DPC
- CPC
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Recruitment waiver:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Affirmative Action Officer
- Vice President
- President
- Director of Human Resources, Rights and Risk

Request to fill (Tenure Track Searches):

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President
- President

Supervisor/chair change:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)

Temporary Salary Increase:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Professional Leave:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Leave of Absence:

- Level 1 (supervisor/chair)
- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President

Termination:

- Level 1 (supervisor/chair)

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- Level 2 (direct reports to President/Vice Presidents)
- Vice President and/or President