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
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
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)
EASTERN WASHINGTON UNIVERSITY
HUMAN RESOURCE SERVICES
ACTION APPROVAL CHECKLIST

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