**ROCS APPROVAL ROUTING LIST**

**Initiators work with Department Chairs/Directors to prepare and finalize the posting language, org chart CARF or LARF.**

**The Department Chair/Director must have the Initiator upload a Faculty or Staff Search Request Letter directed to the Dean.**

**Once completed, the posting is routed to the Budget Approver who certifies that the request has been reviewed**

**and funding is available for the full term of the appointment; otherwise, paperwork substantiating an alternate funding source must be uploaded in ROCS. The Budget Approver will then transition requests along to the appropriate Program Dean (research or teaching) as Authorizer 1 adding a note to the Program Dean that the posting request has budgetary approval.**

**The Program Dean reviews and certifies that the request accurately reflects any departmental discussions.**

**The Program Dean as Authorizer 1 will transition the request along to Authorizer 2 (SEBS-HR) adding a note that the posting request meets their approval. SEBS-HR as Authorizer 2 will then transition the posting request along to the UHR case manager.**

**WENDIE COHICK TT and Non-TT Faculty Hires/Appointments – Non-RCE State and Grant Accounts**

**Program Dean (Research) Project Ledger: 295x(state appropriations), 8x(grants & federal appropriations), 5x(gifts)**

**MICHAEL CHRISTIAN Staff Hires – Grant and AES Accounts – Not including RCE Accounts**

**NJAES Budget Approver Project Ledger: 295x(state appropriations), 8x(federal appropriations)**

**REGINA WILLIAMS Staff and Faculty Hires/Appointments – State and Discretionary Accounts Only**

**Budget Approver State Accounts Project Ledger: 20x(state, discretionary), 3x(discretionary)**

**ZENASH TASSEW Staff and Faculty Hires/Appointments – Grant and Discretionary Accounts Only**

**Budget Approver Grant / Project Ledger: 20x(discretionary), 3x(discretionary), 5x(gifts), 6x(endowments), 8x(grants and federal approp.)**

**All Other Accounts**

**TOM LEUSTEK TT /NTT Faculty Hires/Reappointments - Teaching Series/IDR Accounts Only**

**Program Dean (Teaching) Project Ledger: 20x(state) & 203260**

**KATHLEEN HOWELL Staff and Faculty Hires/Appointments – RCE State and Grant Accounts**

**RCE Budget Approver Project Ledger: 200942, 295x(state appropriations), 8x(grants & federal appropriations), 5x(gifts)**