Pre-Approval Requirements

COE Policy

Pre-approval is required for hires and creation of new positions in Academic Departments only:

- Pre-approval is required for staff positions paid from departmental instructional support accounts.
- Pre-approval does not apply for faculty, students, and positions funded by non-departmental instructional support accounts.

Process

Email COE-HR@austin.utexas.edu with the following information:

- Justification for the hire/new position
- FTE
- Job Profile (four digit code and job title)
- Description of job duties
- Compensation range

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.