Permanent Professional Staff Position Description Form – Routing Instructions

*Please Note: Employees may submit directly to HR and HR will complete divisional routing on behalf of employee.

Academic Affairs
If position is filled:
1. Employee initiates form
2. Submits to direct supervisor and sends “FYI” to PSO@wwu.edu
3. Supervisor submits to Dean or Vice Provost
4. Dean or Vice Provost submits to Human Resource: HR.comp@wwu.edu

If position is vacant:
1. Supervisor/Administrative Assistant initiates form
2. Supervisor submits to Dean or Vice Provost
3. Dean or Vice Provost submits to Human Resource: HR.comp@wwu.edu