

Approval queue for TEA positions

| Central Services | Requisition Approvers |
|------------------|---|
| 1 | Hiring Manager |
| 2 | Budgeter of area/department |
| 3 | VC of Area |
| 4 | Kathy Nguyen (only for Foundation funded assignments) |
| 5 | Kris Lestini (only if T2 or T4) |
| 6 | Dr. Karen White |
| 7 | Johnny Shay |

| Foothill College | Requisition Approvers |
|------------------|---|
| 1 | Raine Phan (WOC), Budget Analyst |
| 2 | Kathy Nguyen (only for Foundation funded assignments) |
| 3 | Kris Lestini/ Rocio Chavez (only if T2 or T4) |
| 4 | Dean, Supervisor, VP (depending on position – may be the requisition “Initiator”) |
| 5 | AVP or VP of Area (if opened by Dean or Supervisor) |
| 6 | Bret Watson, VP Finance & Admin Services |
| 7 | Dr. Karen White |
| 8 | Johnny Shay |

| De Anza College | Requisition Approvers |
|-----------------|---|
| 1 | Hiring Manager/Supervisor |
| 2 | Budgeter of area/department |
| 3 | Kris Lestini (only if T2 or T4) |
| 4 | AVP or VP |
| 5 | Martin Varela, Director of Budget & Personnel |
| 6 | Kathy Nguyen (only for Foundation funded assignments) |
| 7 | Dr. Karen White |
| 8 | Johnny Shay |

Revised: 10/14/24