

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	Amy Norris (only if T2 or T4)
6	Marietta Harris
7	Johnny Shay

Foothill College	Requisition Approvers
1	Red Lucas, Budget Analyst
2	Kathy Nguyen (only for Foundation funded assignments)
3	Amy Norris (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	Marietta Harris
8	Johnny Shay

De Anza College	Requisition Approvers
1	Hiring Manager/Supervisor
2	Budgeter of area/department
3	Amy Norris (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	Marietta Harris
8	Johnny Shay

Revised: 11/8/22