Request to Hire - Temporary - Administration; Advancement; Business & Finance; Clinical Affairs; Information Technology; President; Student Life and Enrollment

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean's Office for information. If your form requires additional reviews, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.

It is recommended that you copy the email address for the individuals from the ETSU search webpage: https://www.etsu.edu/search/

You **MUST** enter all email addresses with "@etsu.edu" included.

Do **NOT** include "@mail.etsu.edu".

For Human Resources, please choose the appropriate person:

- Administration - Lori Erickson
- Advancement - Mark Coleman
- Business and Finance - Mark Coleman
- Clinical Affairs - Diana McClay
- Information Technology - Mark Coleman
- President - Lori Erickson
- Student Life and Enrollment - Mark Coleman

Thank you.

Routing:

Supervisor and Director/Assistant/Associate Vice President are input by the Requester.

Vice Presidents are a drop down list:
<table>
<thead>
<tr>
<th>Description</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Jeremy Ross</td>
<td><a href="mailto:rossjb@etsu.edu">rossjb@etsu.edu</a></td>
</tr>
<tr>
<td>Advancement</td>
<td>Pam Ritter</td>
<td><a href="mailto:ritterp@etsu.edu">ritterp@etsu.edu</a></td>
</tr>
<tr>
<td>Business and Finance</td>
<td>BJ King</td>
<td><a href="mailto:kingbj@etsu.edu">kingbj@etsu.edu</a></td>
</tr>
<tr>
<td>Clinical Affairs</td>
<td>William Block</td>
<td><a href="mailto:block@etsu.edu">block@etsu.edu</a></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Karen King</td>
<td><a href="mailto:kingk@etsu.edu">kingk@etsu.edu</a></td>
</tr>
<tr>
<td>President's Office</td>
<td>Nathan Dugger</td>
<td><a href="mailto:duggern@etsu.edu">duggern@etsu.edu</a></td>
</tr>
<tr>
<td>Student Life and Enrollment</td>
<td>Joe Sherlin</td>
<td><a href="mailto:sherlin@etsu.edu">sherlin@etsu.edu</a></td>
</tr>
</tbody>
</table>
Request to Hire - Grant/Outside-Funded Temporary - Administration; Advancement; Business & Finance; Clinical Affairs; Information Technology; President; Student Life and Enrollment

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For Human Resources, please choose the appropriate person:
Administration - Lori Erickson
Advancement - Mark Coleman
Business and Finance - Mark Coleman
Clinical Affairs - Diana McClay
Information Technology - Mark Coleman
President - Lori Erickson
Student Life and Enrollment - Mark Coleman

Thank you.

Routing:

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<td><a href="mailto:rossjb@etsu.edu">rossjb@etsu.edu</a></td>
</tr>
<tr>
<td>Advancement</td>
<td>Pam Ritter</td>
<td><a href="mailto:ritterp@etsu.edu">ritterp@etsu.edu</a></td>
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</tr>
<tr>
<td>Clinical Affairs</td>
<td>William Block</td>
<td><a href="mailto:block@etsu.edu">block@etsu.edu</a></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Karen King</td>
<td><a href="mailto:kingk@etsu.edu">kingk@etsu.edu</a></td>
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<td>Nathan Dugger</td>
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</tr>
<tr>
<td>Student Life and Enrollment</td>
<td>Joe Sherlin</td>
<td><a href="mailto:sherln@etsu.edu">sherln@etsu.edu</a></td>
</tr>
</tbody>
</table>
Academics - Request to Hire - Temporary

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean's Office for information. If your form requires additional signatures, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.

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You **MUST** enter all email addresses with "@etsu.edu" included.

Do **NOT** include "@mail.etsu.edu".

Please choose Donna Miller/Mark Coleman for the following colleges: Arts & Sciences; Business; Clemmer; Graduate Studies; Continuing Studies; Honors.

Please choose Scott Counts/Diana McClay for the following colleges: Medicine, Pharmacy, Nursing, Public Health, Clinical and Rehabilitative Health Sciences.

Thank you.

Routing:

![Form Participants](image)

Department Chair, College Budget Authority, and Dean are input by the Requester.

Senior Vice President/Provost is a drop down list:

<table>
<thead>
<tr>
<th>Description</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Donna Miller</td>
<td><a href="mailto:millerdm@etsu.edu">millerdm@etsu.edu</a></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Scott Counts</td>
<td><a href="mailto:countsps@etsu.edu">countsps@etsu.edu</a></td>
</tr>
</tbody>
</table>
Academics - Request to Hire - Grant-funded Temporary

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean’s Office for information. If your form requires additional reviews, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.

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Thank you.

Routing:

Department Chair, College Budget Authority, and Dean are input by the Requester.

Senior Vice President/Provost is a drop down list: