

Employee Name:

Date Request Initiated:

Employee's Current Title:

Employee's Proposed Title:

Employee's Immediate Supervisor:

PROCESS	SIGNATURE ACKNOWLEDGING RECEIPT	DATE MATERIALS FORWARDED
STEP 1. EMPLOYEE SUBMITS REQUEST ALONG WITH SUPPORTING DOCUMENTATION TO SUPERVISOR		
STEP 2. SUPERVISOR SUBMITS TO THE DIRECTOR OF EQUITY & AFFIRMATIVE ACTION a. Requests for title change review must be submitted to the Equity & Affirmative Action Office by <u>March 1st</u> , or should that date fall on a weekend, by the following Monday. b. Supervisors may include their recommendation of the title change request along with all materials mentioned above. c. The supervisor must make a copy of the title change review request for their records. d. The supervisor must inform their immediate supervisor of the submission of the title change review request.	Equity & Affirmative Action Office, Dempsey Hall, Room 211	
STEP 3. REVIEW AND RECOMMENDATION a. Director of Affirmative Action consults with Associate Vice Chancellor for Faculty and Academic Staff Affairs and the Assistant Vice Chancellor for Human Resources b. Recommendation letter sent from Director of Affirmative Action, Associate Vice Chancellor for Faculty and Academic Staff Affairs and Assistant Vice Chancellor for Human Resources to employee supervisor by <u>March 31st</u> (If weekend, the following Monday)		

<p>STEP 4.</p> <p>RECOMMENDATION FROM ALL LEVELS OF REPORTAGE</p> <p>a. The supervisor forwards all materials, including the recommendation from Step 3, to his/her supervisor by <u>April 15th</u> (If weekend, the following Monday)</p> <p>b. All documents must flow through a progression whereby the direct and all indirect supervisors of the requesting employee have an opportunity to add their recommendation. All documents should reach the appropriate Vice Chancellor by <u>April 30th</u> (If weekend, the following Monday)</p>	<p><u>SIGNATURES</u></p> <p><i>Supervisor/Dept. Chair</i></p> <p><i>Department Head or Personnel Committee</i></p> <p><i>Dean/ Asst Vice Chancellor</i></p> <p><i>Vice Chancellor</i></p>	<p><u>DATE RECEIVED</u></p>
<p>STEP 5.</p> <p>VICE CHANCELLOR REVIEW AND RECOMMENDATION</p> <p>a. The appropriate Vice Chancellor makes a decision for or against the request.</p> <p>b. The Vice Chancellor will inform all parties (Requesting employee, all direct/indirect supervisors, Director of Equity and Affirmative Action, Chancellor or designee, Chair of Academic Staff Titling Committee) of the decision by <u>May 15th</u> (If weekend, the following Monday)</p> <p>c. The Vice Chancellor will forward ALL title change request materials to the Office of Equity & Affirmative Action by <u>May 15th</u></p> <p>d. The Director of Equity and Affirmative Action will archive these documents for a period of five (5) years.</p>		
<p>STEP 6.</p> <p>PERSONNEL TRANSACTION FORM (PTF)</p> <p>a. If the title change request is approved, the employee's department must forward a Personnel Transaction Form (PTF) to the Human Resources office indicating the salary adjustment. <i>Please note that the salary increase for the proposed title shall be no less than the greater of (1) the minimum salary range for the new title, or (2) five percent (5%) greater than the current salary.</i></p>		
<p>STEP 7.</p> <p>RECONSIDERATION AND REVIEW BY COMMITTEE</p> <p>a. Please see the Faculty and Academic Staff Handbook, Academic Staff Personnel Rules Chapter 10-Change of Title for information on how to request Reconsideration and Review by Committee</p>		

