

ACADEMIC STAFF REQUEST FOR TITLE CHANGE CHECKLIST



Academic Staff Personnel Rules (ACS 10)-

An academic staff member or his/her/their supervisor may request a change in title if the assigned title does not adequately describe the job's function or if the scope measure assigned to the title is incorrect. The procedures for requesting a change of an academic staff title apply only to the assignment of an existing title of a position for which the University has authority, and it must comport well with the UW System Titling Structure.

1. A change in title will usually be considered at the time of the regular performance review.
2. The request for a title change must be submitted in writing to the direct supervisor. For instructional academic staff, requests should be submitted to the department chair and/or departmental personnel committee and subsequently to the Dean.
3. [Position Questionnaire. \(Found on HR website located under general forms\)](#) Academic staff in the Program Manager Series should complete the position questionnaire, for all other titles the questionnaire is not required.
4. All requests for a title change should include the following information:
 - a. Position Questionnaire (if required)
 - b. Current title
 - c. Current salary grade
 - d. Current salary
 - e. Current position description
 - f. Length of service in present title
 - g. Proposed title
 - h. Proposed salary grade
 - i. Proposed salary¹
 - j. Proposed position description (if appropriate)
5. Additional information in support of the proposed title change should also be included, for example:
 - a. Student evaluations.
 - b. Letters of support from colleagues, supervisors, and students.
 - c. Completed research, publications, and/or presentations.

¹ 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

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Employee Name: _____

Date Request Initiated: _____

Employee's Current Title: _____

Employee's Proposed Title: _____

Employee's Immediate Supervisor: _____

PROCESS	SIGNATURE ACKNOWLEDGING RECEIPT	DATE MATERIALS FORWARDED
<p>STEP 1: VERIFY TITLE CHANGE ELIGIBILITY Contact Unit Business Officers (UBO) to verify your eligibility for change of title.</p>		
<p>STEP 2: EMPLOYEE SUBMITS REQUEST ALONG WITH SUPPORTING DOCUMENTATION TO SUPERVISOR</p>		
<p>STEP 3: SUPERVISOR SUBMITS TO THE OFFICE OF HUMAN RESOURCES & EQUAL OPPORTUNITY, EQUITY AND AFFIRMATIVE ACTION</p> <p>a. Requests for title change review must be submitted to the Office of Human Resources & Equal Opportunity, Equity and Affirmative Action by <u>April 1st</u>, or should that date fall on a weekend, by the following Monday.</p> <p>b. Supervisors may include their recommendation of the title change request along with all materials mentioned above.</p> <p>c. The supervisor must make a copy of the title change review request for their records.</p> <p>d. The supervisor must inform their immediate supervisor of the submission of the title change review request.</p> <p>e. Human Resources & Equal Opportunity, Equity and Affirmative Action submit a list of all completed/submitted applications for Title Change to the Deans & Vice Chancellors after the April 1st deadline.</p>	<p>Human Resources & Equal Opportunity, Equity and Affirmative Action, Dempsey Hall (Room 328)</p>	
<p>STEP 4: REVIEW AND RECOMMENDATION</p> <p>a. Human Resources & Equal Opportunity, Equity and Affirmative Action consult with Associate Vice Chancellor for Faculty and Academic Staff Affairs.</p> <p>b. Recommendation letter sent from Director Equal Opportunity, Equity & Affirmative Action, Associate Vice Chancellor of Human Resources, and Associate Vice Chancellor for Faculty and Academic Staff Affairs to employee and supervisor by <u>April 30st</u> (if weekend, the following Monday).</p>		

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STEP 5: RECOMMENDATION FROM ALL LEVELS OF REPORTAGE a. The supervisor forwards all materials, including the recommendation from Step 3, to his/her supervisor by <u>May 15th</u> (if weekend, the following Monday). 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>May 31st</u> (if weekend, the following Monday).	<u>SIGNATURES</u> <i>Supervisor/Dept. Chair</i> <i>Department Head or Personnel Committee</i> <i>Dean/ Assist. Vice Chancellor</i> <i>Vice Chancellor</i>	<u>DATE RECEIVED</u>
STEP 6: VICE CHANCELLOR REVIEW AND RECOMMENDATION a. The appropriate Vice Chancellor makes a decision for or against the request. b. The Vice Chancellor will inform all parties (requesting employee, all direct/indirect supervisors, Director of Equal Opportunity, Equity & Affirmative Action, Chancellor or designee, Chair of Academic Staff Titling Committee) of the decision by <u>June 15th</u> (if weekend, the following Monday). c. The Vice Chancellor will forward ALL title change request materials to the Office of Human Resources & Equal Opportunity, Equity and Affirmative Action by <u>June 15th</u> .		
STEP 7: PERSONNEL TRANSACTION FORM (PTF) 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>		
STEP 8: RECONSIDERATION AND REVIEW BY COMMITTEE 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.		

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