DIVISION OF STUDENT LIFE
Procedure for Requesting Change of Working Title

Overview:

In fall 2011 the Division Leadership Team (DLT) decided to actively use working titles to potentially elicit positive benefits such as: 1) Provide more clear recognition of a position’s function within the departmental structure, 2) Provide a means of professional progression separate from official reclassification, and 3) Recognize increases and changes to an individual’s position that fall short of qualifying for official reclassification. In light of this the division has established the following procedure for departmental requests to change the working title of a position or particular staff member.

Guiding Principles

- A working title should not use the title of an official classification other than the one assigned to that particular position
- Working titles must appropriately align with the staff position’s responsibilities
- A change in working title will not typically result in any compensation increase. Compensation increases can only occur through official reclassification.
- Working titles must be appropriate relative to other working titles in the department and across the division
- Any request advanced by a director assumes their full support

Process

- A Department director that is in full support of the change will forward a written request including:
  - Name of staff person holding position
  - Current and requested working title and classification
  - Position’s level analysis worksheet (determines senior, mid I, mid II, entry)
  - Department’s working title organization chart
  - Primary reasons for request
- How does this change make the position more effective and/or more accurately represent its responsibilities
- How is this change congruent with the experience, tenure, and skills of the person currently holding the position
- How does this change impact others: department colleagues, campus collaborators, students, parents, and community members
- How does this change fit with desired department staffing structure
- Additional reasons

- Associate dean reviews and approves requests. CLT may be consulted
- Associate dean notifies director of decision in writing

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