**Purpose:** To be completed for review of title requests by HR Academic Staff Titling Committee.

When submitting a request, please ensure the proposal contains the following documents:

 Completed Position Description Questionnaire (PDQ) available at <https://www.uww.edu/adminaffairs/hr/forms>

Organization Chart, updated with the location of proposed position title, for the unit in which the position is located

Proposed New Title and Job Description of New Title

The rationale to support the proposal, including a narrative description of the changes that have occurred in the position since it was assigned its current title

**Nature of Request (Please Check One)**

**New Positions.** The Dean or Division Head will initiate the title assignment process by submitting to the Provost a request for a title assignment, along with all required documents. The Dean or Division Head may propose a title for the new position; however, the decision of the Titling Committee is final.

**Redesigned Vacant Positions.** If a vacant position is restructured upon becoming vacant, it must be submitted for a titling review prior to recruitment. The Dean or Division Head will initiate the title assignment process by submitting to the Provost the materials listed above.

**Changed Positions.** The request may be initiated by the employee, the supervisor or the Dean/Division Head. If employee initiated, the request must be submitted to the immediate supervisor for review and comment and be forwarded to the Dean/Division Head for signoff prior to being sent to the Provost as Chair of the Titling Committee. If initiated by the supervisor, the request must be forwarded to the Dean/Division Head for comment and signoff prior to being sent to the Provost as Chair of the Titling Committee. All requests by employees for the retitling of a position must be forwarded to the Provost for action by the Titling Committee, regardless of whether the supervisor and/or Dean/Division Head support the request, as all title assignment decisions are the responsibility of the Titling Committee.

**University Staff (US) to Academic Staff (AS) - Exempt Position.** The request may be initiated by the employee, the supervisor or the Dean/Division Head. If employee initiated, the request must be submitted to the immediate supervisor for review and comment and be forwarded to the Dean/Division Head for signoff prior to being sent to the Provost as Chair of the Titling Committee. If initiated by the supervisor, the request must be forwarded to the Dean/Division Head for comment and signoff prior to being sent to the Provost as Chair of the Titling Committee. All requests by employees for the retitling of a position must be forwarded to the Provost for action by the Titling Committee, regardless of whether the supervisor and/or Dean/Division Head support the request, as all title assignment decisions are the responsibility of the Titling Committee.