

Title Change Request For Administrative/Professional Personnel

A change in title can be considered without a vacancy search as a result of one of the following (check all that apply):

- A. Changes in the incumbent's authority and responsibilities DO exceed 1/3 of the duties defined in position description on file with Academic Personnel. A revised PERS 926 (position description has been/is being submitted to Academic Personnel.
B. Changes in the incumbent's authority and responsibilities DO NOT exceed 1/3 of the duties defined in position description on file with Academic Personnel.
C. Reorganization has occurred.
D. Other

Attach a copy of the old and new organizational charts and position description, PERS 926, as applicable.

Incumbent Name: _____ Employing Unit: _____

Current Title: _____

Proposed Title: _____

Rationale for title changes: _____

Multiple horizontal lines for providing rationale for title changes.

If B. is noted as one of the responses above, briefly describe changes in responsibilities and/or additional authority (include reporting lines, responsibility of others and staffing needs:).

Multiple horizontal lines for describing changes in responsibilities and authority.

Signatures (To be obtained in order indicated below:)

Incumbent _____ Date _____

Department/Unit Head _____ Date _____

Dean/Major Area Administrator _____ Date _____

Academic Personnel _____ Date _____