**Academic Staff Title Review and New Position Recommendation Form (UWPA 12)**

1. Employee Information ***(Proceed to Step 2 if for a new position)***

 Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current UW System Unclassified Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Working Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: [ ]  Employee [ ]  Supervisor

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Submittal/Approval of Title Review request ***(To be completed by supervisor)***

Proposed UW System Unclassified Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Working title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Explanation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name \_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

3. Human Resources Recommendation

Recommended Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of HR Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed Title Review Documents Received in HR \_\_\_\_\_\_\_

Date HR met w/Title Review Committee\_\_\_\_\_\_\_\_\_\_\_\_

4. Title Review Committee Recommendation ***(Return completed Title Review Recommendation form to HR)***

Recommended Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Review Committee Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Approvals**

5. Hiring Authority Approval and Recommendation

New UW System Unclassified Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Salary \_\_\_\_\_\_\_\_\_\_\_\_\_ New Salary \_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hiring Authority Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Officer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Staff Title Review and New Position Recommendation**

**Form Directions**

**EMPLOYEE Title Review:**

1. Supervisor or employee will enter the name of employee and sign.

2. Supervisor will submit a title suggestion and an explanation of whether the title request should be considered, with explanation of recommendation, and signs and dates the form.

3. The form will be sent to HR to review information, conduct analysis and make a title recommendation.

4. The Title Review Committee will make a recommendation on the title of the position based on the information provided to the committee by HR. HR will provide the following information: Prior position description, new position description, employee resume, credentials, summary of performance evaluation(s) and questionnaire. The Chair of the committee signs off and sends the form to HR.

5. HR will send the form to the Hiring Authority for approval. The Hiring Authority will forward the form to the Budget Officer. The Budget Officer will return the form to HR. HR will generate a new contract letter if appropriate and forward the letter to the Hiring Authority for signature and notification to the affected employee. HR will receive a copy of the signed contract letter from the Hiring Authority.

**NEW POSITION Title Review:**

1. Skip Step 1.

2. Supervisor and HR will draft a PD that reflects the work of the position according to the UW unclassified title system. HR will conduct an analysis of the new position and select an appropriate title.

3. The Title Review Committee will review the analysis by HR and make a recommendation. The Chair of the committee signs off and sends the form with their recommendation to HR.

4. HR will make salary recommendations to the Hiring Authority.

5. HR sends the recommendation to the Hiring Authority and has a conversation regarding the findings. The Hiring Authority signs and sends the form to the Budget Officer. The Budget Officer reviews, signs the form, and returns it to HR. HR completes the New Position Request (NPR) process.