

WHAT IS A BUSINESS TITLE?

A business title provides more description to an employee’s assigned official job title (title of record). An employee can use a business title, with department and HR approval, that provides more specific detail about an individual position within the organization or the type of work performed. Business titles replace working titles.

WHERE CAN I USE A BUSINESS TITLE?

- ✓ Employee directory
- ✓ Name badge
- ✓ Department website
- ✓ Business card
- ✓ Office signage
- ✓ Internal/external communications
- ✓ Email signature
- ✓ Stationery
- ✓ Vacancy announcement

Business title does not change an employee’s title of record or assigned pay range.

BUSINESS TITLE GUIDELINES

✓ A Business Title Should

- **Clarify** a position’s role in the organization
- **Describe** the work performed in a role
- **Align** with industry best practice
- Be **approved** by institution Human Resources in consultation with the Chancellor, department/division lead, and employee supervisor

EXAMPLE:

An employee who is a Recreation Program Coordinator adopts the business title of Coordinator of Competitive Sports to specify their program area

✗ A Business Title Cannot

- **Duplicate** a title of record
- **Misrepresent** the university or the authority of a position
- **Use** words typically associated with executive titles, like President, Chancellor, Provost, Dean, and/or Director.

EXAMPLES:

A Sponsored Programs, Grants & Contracts Compliance Officer cannot take a business title of Compliance Manager because that is an existing title of record.

An HR Generalist cannot take a business title of Chief People Officer because the title misrepresents their level of authority.