**PURPOSE OF A TITLE APPEAL**

The title appeal process allows an employee who believes their assigned official title (title of record) is incorrect to request a review of their title.

**What can be appealed?**
An employee’s job title

**What cannot be appealed?**
- An employee’s pay
- A job title’s assigned pay range
- Language of a standard job description
- Titles assigned to standard job descriptions
- A title’s exempt/non-exempt status

**TITLE APPEAL STEPS**

1. **Step 1**
   Informal Resolution

2. **Step 2**
   Initial Review

3. **Step 3**
   Panel Review

4. **Step 4**
   Institution Chancellor and/or Chancellor’s Designee

Employees must provide the necessary documentation for the review of their title. The specifics of the title appeal process, like the location of a title appeal form, dates of the title appeal process, and how to submit a request for a title appeal will be communicated by institution Human Resources.