

The Title and Total Compensation Project aims to establish meaningful and market-relevant job titles and job descriptions for employees at UW System. As part of this process, you as an employee will receive an updated job title and job description.

You will meet individually or in groups with your manager, supervisor, or Human Resources representative to review and talk about your new title and job description. You can share your input and questions about your title and job description during the conversation.

**GOAL OF THE CONVERSATION:**

Confirm that the new title and standard job description accurately describe the work you do

**WHAT STAYS THE SAME**

- Your job
  - The way your job is described is changing, but your responsibilities are not changing
- Your pay
  - A new salary structure will be recommended to UW System executive leadership and the Board of Regents; your pay will remain the same
- Your supervisor
- Your employee category (i.e., Academic Staff, University Staff, Limited Appointee)
- Your statutory benefits

**YOU WILL TALK ABOUT**

- Your new job title
  - A title from the [Standard Job Description Library](#)
- Your new business title
  - A title you can use for business purposes that must follow the [Business Title Guidelines](#)
- Your job description
  - The new way of describing the work you currently do
- Next steps
  - What to do if you have concerns and when the new title and job description will go into effect

**YOU WILL NOT TALK ABOUT**

- Pay range associated with the new title
  - The work to build a market-informed salary structure is in progress. The goal of the conversation is to ensure that employees' work is accurately described.