



**STAFF POSITION TITLE CHANGE ONLY**

**TEXAS WOMAN'S  
UNIVERSITY™**

*Office of Human Resources  
Compensation*

**SECTION 1: Current Information**

**Employee Name:**

**Position Title and Code:**

**Current Salary:**

**Department:**

**FTE:**

**Division:**

**Account Number:**

**SECTION 2: Proposed Information**

**Proposed New Position Title:**

**New Position Code (if applicable)**

**Department:**

**Division:**

**Account Number:**

**Effective Date:**

**SECTION 3: Justification or Additional Explanation for Change of Position Title**

**Note: Please attach the job description with new title and any edits.**

**SECTION 4: Authorization**

**Department Head/Chair:**

**Dean (If applicable):**

**Research & Sponsored Programs:  
(If grant funded)**

**Manager, Academic Budgets:  
(If Academic Affairs Division)**

**Budget Office:**

**Chancellor and President OR  
Divisional Vice President/Provost:  
(Whichever is applicable)**

**Compensation, HR:**

**Executive Director of HR:**