

Title Changes

Professional Staff

If a title change has been included on an approved Position Description Questionnaire or Employment Contract, the title change will be processed by Human Resources from that document. Otherwise, send an e-mail to Michelle Hogan with the following information: employee name, position number, new title, effective date for the title change, and the approval from the appropriate Vice President or Director of Athletics.

***Please Note:** Vice Presidents and the Director of Athletics have been delegated authority to approve title changes below the Dean, Vice Provost, and Assistant and Associate Vice President level-- this authority has not been sub-delegated.*

Classified Staff

Classified positions are titled as determined by the job classification of the position. The job class descriptions are based on the job classification plan maintained by the State Personnel Commission. (See the class specification plan at www.dop.nv.gov.)

Faculty

The Executive Vice President and Provost has oversight of academic faculty rank and associated titles. Changes to these titles must be coordinated through the Office of Academic Resources.

Implementation of title changes rests with UNLV Human Resources; as such, requests with the necessary approvals must ultimately be sent to Michelle Hogan for action.