

ATHENS STATE UNIVERSITY

Request for Title Change

Employee: _____	Department: _____	Date: _____
Current Job Title: _____	New Title Request: _____	
Reason for Title Change: (attach additional sheets if necessary)		

<input type="checkbox"/> Current Job Description Attached		
Requested by: _____	Date: _____	
Vice President		

Do not write below line

President:

- Approved for Human Resource Position Review
- Disapproved for Human Resource Position Review

Signature: _____ Date: _____

HUMAN RESOURCE REVIEW	
<input type="checkbox"/> Job Title Change is consistent with current pay grade.	
<input type="checkbox"/> Job Title Change is not consistent with current pay grade.	
<u>Comments:</u>	

Human Resource Director: _____	Date: _____

President's Comments: _____

Robert K. Glenn, President
Athens State University

Date