

TITLE CHANGE REQUEST FORM

Use when postdoctoral scholar is ending the training period of their career and moving to a more advanced title. Hiring units must distinguish duties and expectations in the postdoctoral scholar title from the acting instructor/acting assistant professor title.

FOR APPOINTMENTS THAT DO NOT REQUIRE VISA SPONSORSHIP

Step 1- Complete the form

- Unit administrators or representative must complete this form in its entirety.

Step 2- Submit to Academic HR (AHR) for review

- Upon approval, AHR will send back approved form.

Step 3- Attach to hire packet

- Approved forms must be included in the hire packet for the acting faculty member.

FOR APPOINTMENTS REQUIRING VISA SPONSORSHIP*

Step 1- Complete the form

- The unit administrator or representative must complete this form in its entirety.

Step 2- Submit to Academic HR (AHR) for review

- Upon approval, AHR will send back approved form.

Step 3- Upload visa request

- The approved form must be uploaded with the visa request.

Step 4- Attach to hire packet

- Approved forms must be included in the hire packet for the acting faculty member.

Section 1-Employee Information			
Employee Name			EID
Hiring Unit			
School/College/Campus			
Current postdoctoral scholar title: Postdoctoral Scholar Postdoctoral Scholar-Fellow Postdoctoral Scholar Conditional Interim Postdoctoral Scholar		Proposed acting faculty title: Acting Instructor Acting Assistant Professor	
Current salary (annual)		Proposed salary (annual)	
Total months of postdoctoral experience to date (including time in UW postdoctoral scholar titles and experience at other institutions) Months = Years			
Proposed effective date of title change			
Does the employee require visa sponsorship?*		Yes • No •	
What is the funding source for current position?		What is the funding source for new position and what are the expectations for future funding?	
What is the title and role of the research advisor/supervisor/PI in the current title?		What is the title and role of the current supervisor/PI in the proposed appointment title?	

*H-1B sponsorship requires employers to offer salary at the prevailing wage for the position as determined by the Department of Labor for duration of employment. For questions regarding visas contact acadvisa@uw.edu.

Section 2- Job Duty Changes

This section will allow you to capture changes in job duties between the postdoctoral scholar appointment and the acting instructor/acting assistant professor (temporary) appointment.

You may complete either Part A, Part B, or both, however at least one of the parts must be completed in order to approve.

Part A

Describe or list the job duties common to the current position and proposed acting instructor/acting assistant professor (temporary) title. (If you require additional space, please upload a separate sheet.)

Describe or list the ***new or elevated level*** job duties or responsibilities associated with the acting instructor/acting assistant professor title. Also list duties or responsibilities that the employee has in the current postdoctoral appointment that will ***not*** be part of the acting instructor/acting assistant professor title. (If you require additional space, please upload a separate sheet.)

Part B		
Check all job duties/activities applicable to current and proposed positions. Indicate the percentage of time for each activity in which the person engages/is expected to engage.		
Only indicate percentages for job duties that are changing. Note, percentages may not total 100%.		
Possible Job Duties	% of Job Duty in Postdoctoral Title	% of Job Duty in New/Acting Title
Teaching (Instructor of Record)		
Developing Classroom or Clinical Curricula		
Performing Guest Lecturers		
Engaging in Research/Scholarly Activity (e.g. working in lab, publishing, presenting at conferences, etc.)		
Mentorship/supervision of students in a research or clinical capacity		
Mentorship/supervision of postdoctoral scholars		
Writing/applying for grants (as co-investigator or collaborator)		
Writing/applying for grants (as PI)		
Other: _____		

I certify that all information provided in this form is true and correct to the best of my knowledge:

Name		Title		Date
Contact Information				
Email		Phone Number		

Dean's Office Approval

Reviewed by: _____		Date: _____	
Submission Instructions: Email forms to Academic HR at acadpers@uw.edu for processing (please do not print and scan). Forms will be returned to the email above unless noted otherwise.			
ADMIN USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Reviewed by: _____ Date: _____	