



CU Anschutz Guidelines for the Use of Faculty Working Titles

[APS 5060: Faculty Appointments](#) allows for the use of faculty working titles. The policy states “if a campus elects to use working titles, the campus shall have a policy for approving and assigning working titles and definitions of working titles shall be publicly available. An individual’s working title shall be noted in the personnel record.”

A working title is a descriptive title assigned to a faculty member’s position. A faculty member may use the approved working title in place of the official job title when they communicate their faculty role (e.g. publications, conference proceedings, email signature, business card, etc.) but the working title does not replace the official job title in the university’s Human Capital Management (HCM) system.

The following guidelines govern the use of faculty working titles at CU Anschutz.

- A school/college/department/division/library should have an appropriate justification for the use of working titles.
- A faculty member holding a working title must meet the qualifications of the underlying official job title.
- Job duties of a faculty member holding a working title must be consistent with job duties outlined for the underlying official job title.
- The salary structure for a working title (or series of titles) must align with the salary structure for the underlying official job title(s).
- A letter of offer must include the official job title as well as the working title.
- A current faculty member assigned a new working title must be provided with an addendum to their letter of offer.
- Promotional standards, criteria and processes must be consistent for all faculty members who hold the same official job title, regardless of whether they hold a working title. It must be made clear to a faculty member holding a working title which promotional standards, criteria and processes apply to them.
- All working titles developed by a school/college/library must be approved by the dean or library director prior to use.
- The Office of the Executive Vice Chancellor for Academic and Student Affairs (EVC-ASA) must be notified of all proposed working titles prior to use. The EVC-ASA will reconcile any concerns with the relevant Dean’s Office/Library Director and provide campus-level approval of the use of the working titles.
- The EVC-ASA will notify the campus HR office of the approved working titles.