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|  | **REQUEST TO CHANGE A R&T JOB TITLE**(to be completed by the HR Business Partner)Last updated: July 2023 |
| **Name of Role Holder** |  |
| **School/Department** |  |
| **Current R&T Job Family Level and Job Title** |  |
| **Current career path****(please tick)** | 1. Focus of the role is on a combination of research and teaching.
2. Focus of the role is mainly research.
3. Focus of the role is mainly teaching and curriculum leadership.
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| **Request submitted by****(please give name, title and School/Department)** |  |
| **Proposed job title change** |  |
| **To be completed by HR Business Partner (after discussion with Head of School/Department (and any other appropriate person)**Please detail the reasons for the proposed change to job title, including confirmation that the HoS/D has discussed and agreed this with the Faculty Pro-Vice-Chancellor.**Signed: …………………………………………………………………… Date: …………………………………** |
| **To be completed by HR Business Partner****Agreed**: Yes/No**If yes**, please insert the agreed date the job title will change: ……………………………………………………**If no**, please briefly describe the reasons why and forward to Pro-Vice-Chancellor for Research and Knowledge Exchange/Education and Student Experience on (insert date sent to PVC…………………………………………) **To be completed by the Pro-Vice-Chancellor for Research and Knowledge Exchange/Education and Student Experience (if appropriate) and returned to the HR Business Partner:** Please confirm if this application for a change of job title is approved. If not, please briefly describe the reasons why. **Signed: ……………………………………………………………… Date: ………………………………………** |