

Guidelines for Business Titles

(paid faculty and academic professionals)

Business titles (formerly the outward facing working titles) are natural extensions of academic ranks and official administrative titles. Like academic ranks, official administrative titles are those outlined in an appointment letter which has been signed by the appropriate administrator. For example, the business title of a professor with a tenure home in the Department of English could be Professor of English.

- There are no character limits in Workday, so abbreviations should be rare. For example: Associate Dean, and not Assoc Dean.
- The administrative appointment, if any, always comes first. Example: School Director and Professor.
- Abbreviations such as FSC, F9, RMY and MY are no longer part of the outward-facing business titles.
- To request business titles in Workday, an appropriate HR analyst/partner will attach justification. Justification can be in the form of the PDF of a fully signed offer letter, or the PDF of a justification note from a dean (or lead of an independent unit).

Examples

Job profile	Business Title	Does not fit with naming conventions
Professor	Professor of English	English Professor
Professor	Professor of Sociolinguistics (if, for example, offer letter explicitly states individual will be professor of sociolinguistics)	
Associate Dean and Professor	Associate Dean of Faculty and Professor of English	Professor and Associate Dean
School Director and Professor	School Director and Professor	Director and Professor
Associate Dean and Clinical Professor	Associate Dean for Career-track Faculty and Clinical Professor	Clinical Professor and Associate Dean for Career track Faculty
Librarian	Law Librarian (for example, for those with a continuing-status home in the Ross Blakely Law Library)	Librarian of Law