

Professional and Scientific (P&S) Business Title Guidelines

Guidelines for the Use of Business Titles

The new Iowa State University Professional and Scientific (P&S) classification structure provides job profile (i.e. classification) titles for employees that are descriptive of the work performed. However, when a more specific title would serve the work unit's operational interests, a business title (i.e. working title) may be used to describe the function of that position in even greater detail or to utilize more easily recognized terms in both internal and external communications.

A business title should more clearly or precisely describe the function, responsibilities or scope of a position, and thereby provide better understanding of the position in day-to-day business communications. Employing units may use business titles to differentiate between similar positions in a workgroup or to distinguish between similar specialties within a job profile. The business title should use terms that are easily recognized and understood by both internal and external constituencies.

Acceptable Use of Business Titles

Business titles may be used in lieu of the job profile titles for:

- Searches and job postings
- Position Description and Responsibilities (PDR) documents and other employee personnel records
- Regular business correspondence, both internal and external to the university
- Public university directories, both printed and online (effective on date of transition to the new job classification structure).

The job profile title will be the default title if no business title is established.

A Business Title Should:

- Provide a more specific description of the function or work performed to better facilitate business communications.
- Add clarity to the function, responsibilities or scope of a position.
- Be consistent with professional/industry practice.
- Be consistent with other business titles within and between departments and work units.

A Business Title Should Not:

- Duplicate a title used in another employee group, e.g. Regent Merit system.
- Be the same as an established P&S job profile title within the P&S classification structure.
- Misrepresent the university or the authority of the position in any way. The use of "inflated" titles can create inaccurate expectations of a position or misrepresent the position internally and externally to the university.

- Use any title that includes the words that are recognized as institutional officers (e.g. Vice President, University Secretary or University Treasurer). These titles require specific permission and approval by University Human Resources and the Board of Regents, State of Iowa.

Determining the Need for a Business Title:

In determining the need for a business title, the supervisor and employee should consider the following:

Step 1: Does the job profile title adequately describe the function of the position for professional business communications inside and/or outside the university?

- If YES, a business title is not necessary
- If NO, continue to step 2

Step 2: Would different terminology more specifically, and/or accurately, describe the function of the position and provide more immediate recognition?

- If YES, continue to step 3
- If NO, a business title is not necessary

Step 3: Would a business title provide a more accurate and recognizable understanding of the relationship between positions and/or functions within a work unit or organization?

- If YES, review this guidelines outlined in this document and select an appropriate business title for the position
- If NO, a business title is not necessary

Employees and their supervisors should discuss their interest in a business title with their department or work unit leadership, in addition to their HR Delivery team. Business titles must be approved by a manager and the HR Coordinator for the college/division/department/work unit in Workday prior to use. The HR Coordinator's review and approval will be based upon compliance with the university expectations outlined above and includes consideration of the consistency of titles within and between departments and work units or across professions.

When an appropriate business title has been identified, the HR Delivery team can help guide an employee or manager through the process of requesting a business title in Workday.