**Administrative Title/Employee Title Change Memorandum**

To: Michael Johnson, Ph.D.

Dean, College of Sciences

From: Chair of Hiring Unit

Title

Re: Administrative Title Change for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Month Day, Year

This is a request for an administrative title change for Employee’s Name from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_. Employee Name will also have the new internal title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This new administrative title will/will not be receiving a stipend of $\_\_\_\_\_\_\_\_\_\_\_\_\_ over the 9 month academic year/12 month contract year.

Employee’s Name will be doing this new job more than 51% of their time

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This new administrative title will come with the new responsibilities as listed below.

* List
* List
* List

The target implementation date is \_\_/\_\_/\_\_

*(The beginning of a pay period* [*http://www.hr.ucf.edu/web/forms/payroll/Pay\_Schedule\_Deadlines.pdf*](http://www.hr.ucf.edu/web/forms/payroll/Pay_Schedule_Deadlines.pdf)*)*

Michael Johnson, Ph.D \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, College of Sciences

Tony Waldrop, Ph.D \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost and Executive Vice President