

MEMORANDUM

TO: Deans, VCAAs, Associate Deans, Chairs and Directors
FROM: Laura Hill, Senior Vice Provost
DATE: August 30, 2021
RE: Working titles

A faculty member's **appointment** includes the category (academic, library, extension), track (tenure, career, or short-term), status (e.g., tenured, visiting, or adjunct), rank of the faculty member, and the unit to which the faculty member is assigned. In the case of career track faculty, a faculty member's appointment will also include an internal **sub-track** designation (e.g., Clinical, Research, Scholarly, Teaching, or Extension sub-track). Sub-track designations are for internal use only.

A career track faculty member's **working title** (also known as a "business title") is how a faculty member's position at WSU is communicated externally, e.g., on WSU web pages, program documents, letterhead, email signatures, etc.

**** Please update all campus, college, and departmental websites and materials by September 30, 2021 to reflect faculty manual guidelines for working titles, as specified below.****

Each college may choose one of the following options when developing **working title** policy for its career track faculty:

- **Option 1:** A career track faculty member's working title may be Assistant Professor, Associate Professor, or Professor, with no mention of tenure track versus career track, or sub-track; or
- **Option 2:** A career track faculty member's working title may be Assistant Professor, Associate Professor, or Professor followed in parentheses by either the designation Career Track or 'CT', with no mention of sub-track – e.g., Associate Professor (Career Track)
- **Option 3:** For faculty in the Research and Clinical sub-tracks only, colleges may elect to include the sub-track designation in the working title. For example, the working titles Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor; and Research Assistant Professor, Research Associate Professor, or Research Professor may be appropriate.
- For career track Extension faculty, colleges may opt to modify the working title to include specific extension roles.

College working title policy should be clearly communicated to faculty and should be used uniformly in all official communications.