Submitting a Title Change for a Faculty Position

You may need to submit a title change for a filled or vacant faculty position. This action is carried out through ePAF.

Often a title change will be followed by a pay rate change. In that instance, you will need to submit the ePAF for the title change, wait for approval by Level 2, and then submit an Edit Existing Job ePAF to request the pay rate change.

You will need the following Security Role for ePAF actions:
UF_EPAF_DepartmentAdmin or
UF_EPAF_Level 1 Approver

Procedure
To access this function, you would use the following navigation: **NavBar > Main Menu > Human Resources > UF Departmental Administration > ePAF Home Page.**

1. Click the **Start a new ePAF** link.
2. Click the **Update Position** link.
3. Enter the **Position Number**.
4. Click the **Search** button.
5. Click the **Look up Position Action** button.
6. Click the **Look Up** button.
7. Select **Title Change**.
8. Enter the **Job Code**.
9. Check or uncheck the **Update Incumbents** check box as necessary.
10. Click the **Next >>** button.
11. Make any necessary updates to the section for Health Assessment and Criminal Background Check Requirements.
12. Click the **Next >>** button.
13. Enter the desired information into the **Summary of Position Roles & Responsibilities** field.

Note: In this section, use the verbiage included in this faculty member's Letter of Offer. At minimum you need to reference teaching, research, or service (or some combination of the three).

14. Click the **Next >>** button.
15. If there are documents pertaining to the position, click on the **Document** button and follow the directions according to the [Uploading Documents to ePAFs](#) instruction guide.
1. Enter **Supervisor ID/Reviewer ID** information.
2. Enter **Position Change Action/Notes**.
3. Enter any relevant comments in the **Your Comment** field to assist the approval process.
4. Click the **Submit** button.
5. Click the **Yes** button.
6. Notice the **Form and Approval Status** is shown on this page. This shows you the current status of the ePAF.

Additional Help

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For policies and directives, contact Classification & Compensation at 352-392-2477.