

Office of Human Resources  
The Southern Baptist Theological Seminary



Request Change of Position Title

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Current Position Title

\_\_\_\_\_  
Position Code

\_\_\_\_\_  
Requested Position Title

\_\_\_\_\_  
Requesting Department

\_\_\_\_\_  
Signature of Requesting Supervisor

\_\_\_\_\_  
Signature of Department Head

ATTACH THE POSITION DESCRIPTION TO THIS FORM. Please use the template available on the Seminary intranet.

*Wait to receive confirmation of the position title change from Human Resources. At that time, please update all references to the previous position title including the position description, name plate, note pads, e-mail signatures, etc.*

FOR OFFICE USE ONLY:

Updated in Jenzabar: \_\_\_\_\_ Updated in Excel: \_\_\_\_\_ Create Transmittal: \_\_\_\_\_  
Updated in Files: \_\_\_\_\_ Supervisor Notified: \_\_\_\_\_