





Step 2:
Supervisor's
Supervisor
Review

Step 2 can only take place once all actions in Step 1 have been completed. Step 2 must be initiated within **10 business days** of the employee receiving the determination from Step 1.

Step 2 can occur for two reasons:

1. The employee's supervisor does not approve of the new title request.
2. The supervisor does approve; however, further review and determination are required.

Step 2a

Employee forwards Title Appeal Request Form and supporting documents to the supervisor's supervisor within **10 business days** of notification of Step 1 decision.

Step 2b

The meeting must be scheduled within **10 business days** of receiving the request and must take place within **20 business days** of receiving the request.

Step 2c

Supervisor's supervisor responds to employee with their rationale, in writing, within **5 business days** of the meeting. Response must also be emailed to TTCTitleAppeal@uww.edu

Not Approved

Approved

If supervisor's supervisor does not support the Title Appeal Request, further appeal must be made by the employee in order to proceed. **See Step 3.**

If supervisor's supervisor supports Title Appeal Request:

New Title Takes Effect



