Business Title

What is a business title?

A business title is a more specific working title used in job postings, the university directory or employee signature lines. It supplements — but never replaces or alters — the employee's official K-State job title, which remains the title of record in HR/payroll systems.

Business title alignment requirements

A business title should:

- Reflect the primary work performed by the position.
- Help internal and external audiences better understand the employee's role or area of responsibility.
- Remain consistent with the position's official K-State job title, level and scope of responsibility.

A business title must not:

- Include level designations from another official K-State job title.
- Suggest a higher or lower level of authority, responsibility or organizational impact than the position holds.
- Create confusion about reporting relationships or organizational status.

Business titles are not required to be different than the official K-State job title and may add a functional area or specialty when doing so provides clarity about the work being performed.

All business titles are reviewed and approved by HR Compensation and Organizational Effectiveness (COE) to confirm they reasonably reflect the work performed and do not artificially promote or demote the role. Business titles are limited to 250 characters.

Example:

Official HRIS Job Title	Acceptable Business Title	Not Acceptable
Assistant Director I, Academic Affairs	Assistant Director of Student Engagement	Director of Student Engagement

The Director of Student Engagement business title example uses a higher title in K-State's job structure and is elevated above the role's actual authority and would therefore not be acceptable.

Quick test

Does the business title contain a level or role word from another official K-State job title (e.g., Director, Manager, Coordinator, Vice President) that the position does not actually hold? STOP

Would this business title reasonably lead someone outside the department to believe the employee has more or less authority, scope or reporting relationships than they do? STOP

Does the business title still make clear, in combination with the org chart or context, who the employee reports to and at what level? GO

Does the business title convey the appropriate level of authority and responsibility for the role? GO

Questions about a specific title? Check with your unit's HR Manager.