

Navigating TTC at UW-Madison

Are you concerned about TTC? Want to make sure you get a title that is fair, accurate, and to your advantage? Follow these tips to help guide your new title choices.

Choosing your new title

1. First, read through the [SJD Library](#) to find the new title that best matches your current job.
2. Then, find the title that is one level or classification higher than your current title. For example, if your current title is Researcher I, the next highest classification is Researcher II. *Hint: Title levels/classifications are grouped together in the SJD Library.*
3. Fill out your position description (PD) in a Word doc, or in the template provided to you by your employer.
 - a. Job Title: From the SJD Library, copy the title you identified in Step 1 above.
 - b. Job Summary: From the SJD Library, copy the job summary of the title you identified in Step 1 above.
 - c. Essential Responsibilities: From the SJD Library, copy the essential responsibilities of the title you identified in Step 1 above.
 - d. Unique Responsibilities: From the SJD Library, copy four essential responsibilities of the title you identified in Step 2--the title that is one level above your current title--into your unique responsibilities section. *Hint: Choose responsibilities that represent what you currently do. This step makes it easy to justify promotions in the future.*
4. Share your new PD with your manager during your TTC Conversation.
5. Your union is here to help you! Your knowledgeable colleagues are ready to answer your questions. Send questions to ufas223@gmail.com.

What if my supervisor already gave me a completed PD?

If you did not have the chance to give input on your new title and PD, the steps above can still help you. Ask your manager to review the new PD that you created. If you're not sure how to do this, please reach out to your union for help and advice at ufas223@gmail.com.

Want to appeal your new title?

Your union can provide guidance on the appeal process. If you're not sure where to start, email ufas223@gmail.com.