The following are criteria for using a functional title.

☐ Cannot use a current pay plan title (except the current approved title for the position)
☐ Functional title must be consistent with any classification rules currently in place or developed in the future
☐ Must meet a general reasonableness test
☐ Cannot use a functional title in attempt to change the ORP status of a position
☐ Cannot use a director, manager or other supervisory/management title if it indicates a higher organizational level than actually held.
☐ Functional titles must be consistent with the nature of the work being performed
☐ Functional titles cannot imply any degree, license, or credential that the incumbent does not possess, e.g., doctor, engineer, psychologist, etc.
☐ Cannot contain a term that signifies senior managerial responsibility for the institution such as executive, president, chairwoman/man, senior official, etc.