
Subject: University Organizational Charts

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1. Purpose

This policy provides the responsible party guidelines for the issuance and review of university organizational charts and their inclusion on the university web site, the official repository of university organizational charts.

Organizational charts are designed to indicate reporting relationships between units, administrators, and personnel positions. The graphical representation of these relationships makes it easier to visualize how information, decisions, and policy discussions are developed, transmitted, and shared within the university.

An organizational chart is an accepted method to show these relationships for audit purposes, to sponsoring agencies who provide funds to the university, and to fulfill internal and external requests for information about the overall organizational structure of the university. A chart that shows reporting relationships is also required for personnel classification and vital in discussions of reorganization issues.

The university organizational charts do not necessarily show a hierarchical relationship between positions, i.e., a box higher on a chart does not mean that the unit, position, or person listed there has greater status or authority than a unit, position, or person listed in a box near the bottom of the chart.

2. Policy

Administrators are responsible for the accuracy and timeliness of university organizational charts appearing on the web site relating to their areas or departments. This responsibility includes proper notification of changes and updates to these organizational charts as they occur.

For the consolidation and standardization of university organizational charts, the university web site has been established as the repository of official university organizational charts. The master list of organizational charts will be maintained by the university webmaster.

Charts will be maintained, updated on an as-needed basis, and made available for printing off the university web site. Those to be included in the university administration link are the overall charts of the university structure, charts of broad administrative areas, and charts of vice presidential areas to the department or unit level.

3. Procedures

The procedures to initiate, review, and approve new or revised organizational charts are as follows.

1. The need for a new or revised organizational chart is identified by the appropriate administrator. Once identified, the organizational chart information should be communicated to the university webmaster electronically or in writing by the administrator of the functional area involved.
2. When changes or updates are made to an existing organizational chart, the information should be sent to the university webmaster (before the effective date of the change, if possible). The request should be sent by the appropriate administrator for the department or area.
3. The organizational chart will be updated, the date and revision number changed, and the revision noted in the files. The chart will be returned to the administrator for approval. By signing off on the chart, the administrator approves the chart for release to and use by the university and the general public.
4. Once approved, the chart will be posted on the university web site.

3.1 Release of Charts

The university webmaster will not release or discuss an organizational chart with anyone else in the university while it is being developed, except with the administrator who requested the work.

If there is a request for an approved organizational chart or charts from someone other than the administrator responsible for it, the university webmaster will refer the requestor to the university web site so he or she can print a copy.

4. Definitions

5. References

6. Approval and Revisions

Approved April 21, 1992, by Executive Vice President, Minnis Ridenour.

- Revision 1

Changed name from Administrative Display System to university web site.

Changed title from manager of Administrative Display System to university webmaster.

Revised process for updating organization charts.

Approved June 8, 1999, by Executive Vice President, Minnis E. Ridenour.

Annual Review December 3, 2001 by Executive Vice President and Chief Operating Officer, Minnis E. Ridenour. No Revisions.