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**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 their respective web page on the university web site, the official repository of university organizational charts.

Organizational charts are designed to indicate reporting relationships between units, administrators, and directors of major areas. 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 human resource and budgetary decisions 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**

Vice Presidents are responsible for maintaining a current and accurate organizational chart for their area(s) and/or department(s) that will be posted to their respective web page within the vt.edu domain. . This responsibility includes changes and updates to these organizational charts as they occur and ensuring that the charts can be printed from the web.

**3. Procedures**

In preparing the organization charts, each Vice President should provide a graphical representation of the senior management organization ensuring that reporting relationships are clearly depicted. Further, all major units/departments within the senior management area should be shown on the chart.

## **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.

- Revision 2

Major changes due to implementation of content management system for university web management.  
Vice Presidents now manage updates rather than university webmaster.

Approved January 16, 2009 by University President, Charles W. Steger.