

University Organizational Charts

Revised: 10/19/12

FSS/PPS 04.04.01

Issue No. 5

Reviewer: Assistant Vice President, Human Resources

Effective: 11/90 (E4Y)

Review Date: 09/16

01. POLICY STATEMENT

01.01 The purpose of this PPS is to facilitate efficient administration by establishing an official organizational chart for overall university and each university division.

01.02 The President is responsible for the organization of the university. The Vice Presidents are delegated the authority to organize each of their divisions as approved by the President.

01.03 The official university and divisional organization charts will detail only major departments/offices to no lower than the third level below the President or Vice Presidents as appropriate. University Pay Plan titles rather than functions, will be shown.

02. PROCEDURES FOR PRODUCING AND PUBLISHING THE UNIVERSITY'S OFFICIAL ORGANIZATION CHARTS

02.01 Bi-annually on January 15, and September 15, The Director, Human Resources will publish the official university and divisional organization charts on the Human Resources website and in the Staff Handbook. The organization of the university is imbedded in the university's SAP operating system, and the charts that Human Resources publishes will be based on the university and divisional organizations as they appear in SAP on January 15, and September 15.

03. PROCEDURES FOR PRODUCING DEPARTMENT ORGANIZATIONAL CHARTS

03.01 The functionality to produce organization charts for their organizations will only be available to all who have the Department Head role in SAP. This functionality will permit Department Heads to produce charts which show position number, position title, name of the individual in the position, and the number of positions supervised by the position. Examples of the charts which may be produced may be found on the Human Resources website. Department Heads may contact Human Resources for assistance in using this functionality.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Dates</u>
President/Vice Presidents	01.02	As Appropriate
Department Heads	03.01	As Appropriate
Human Resources	01.01,02.01, 03.01 June 1 (E4Y-90)	As Appropriate

05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Assistant Vice President, Human Resources, Reviewer

Vice President for Finance and Support Services

Approved: _____
Reviewer

Approved: _____
Vice President for Finance
and Support Services