

Augusta University

Policy Library

Organizational Structure Changes

Policy Owner: University HR Services

POLICY STATEMENT

This policy provides guidelines for the organization and department structure of the University. In accordance with section 2.7 of the Policies of the Board of Regents of the University System of Georgia, the President is authorized to develop the organizational structure required to effectively manage the institution. Changes involving the addition, deletion, or substantive name change of a unit reporting directly to the President will be reported to the Chancellor at least two (2) weeks prior to the effective date of the change. The President will approve all other organizational changes and has delegated to the Executive Vice Presidents (EVPs) and the Chief of Staff responsibility for the organizational structures of their respective areas. The President has also delegated to the EVPs the authority to approve changes to the organizational structures of the colleges, divisions, and departments that report to them.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: Include any other stakeholders not listed above.

DEFINITIONS

1. Organizational Structure

The organizational hierarchy of the University, or a subset thereof, that identifies leadership positions and departments supervised, from the position of President, or the senior most position of the subset, to the lowest unit level

2. Organization Chart

The visual depiction of the University's organizational structure, or a subset thereof, that shows the reporting relationships of departments, units and positions to the highest authority of the organization or division. Institutional Research maintains the organization charts of the units reporting to the President and each of the Executive Vice Presidents. These will be available as a part of the Institutional Facts on the institution's website and provided upon request to the various accrediting agencies. Departments or organizational units are required to maintain updated organization charts and submit such charts to Human Resources as part of the position classification process. Human Resources will be considered the official owner of the official University organization charts and no department's or organizational unit's organization chart will be considered official until approved as described in this policy and filed with Human Resources.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 627

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 04/07/2016

Last Review: 06/20/2017

PROCESS & PROCEDURES

See the attached process and procedures documentation for how to submit the appropriate documentation. There is a simple process for department name changes only and a more complex process related to more substantive changes. All processes and procedures must be completed in order for the change to be reflected appropriately in our various information systems and websites.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017