



## **University Organizational Structure Change Process**

### **The process for determining and making changes to the organizational structure is as follows:**

1. The President will be responsible for determining the organization structure and the reporting relationships for his/her direct reports.
2. The EVPs will be responsible for determining the organization structure and the reporting relationships of their direct reports.
3. The Deans and Vice Presidents will be responsible for determining the organization structure and the reporting relationships of positions within their college or division, and may delegate responsibility for the organization structure and reporting relationships of positions within the departments or organizational units of their college or division to Department Chairs or Directors, or other administrative managers of the department or unit. Deans will approve the structures and reporting relationships of the departments or organizational units as recommended by Department Chairs or other administrative managers. Vice Presidents will approve the structures and reporting relationships of the departments or organizational units as recommended by the Directors or other administrative managers.

### **Proposals for changes to organizational structures shall contain the following information:**

1. A description of the organizational change
2. A justification for the proposed change
  - a. Goals/objectives the change is expected to accomplish
  - b. A description of the impact of the change on the universities strategic plan and the individual mission(s) of the effected unit(s)
  - c. Resource implications
3. A proposed effective date of the change
4. An implementation timeline

### **Department Name Change (only)**

1. Request for a name change of a single department and the requested effective date should be submitted in writing and approved by the respective EVP responsible for that portion of the university's organizational structure. If the name change is to a unit that reports directly to the President, request for approval should be made to the President's Chief of Staff.
2. The approval for the requested name change and the effective date of the change shall be provided to Human Resources by the respective EVP or Chief of Staff.
3. The unit leader will submit all forms as identified below.
4. Human Resources will communicate changes to university Vice Presidents who will then ensure that any university information system for which that VP is responsible is updated with the name change as appropriate. Changes to the various information systems will be made as quickly as possible, but

coordinating these changes to coincide with the first of the fiscal year or start of the calendar year is preferred.

## **Changes affecting multiple departments and/or the structure of a unit**

1. 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's Chief of Staff will communicate these changes to the Chancellor's Office. The Chief of Staff will then communicate the approval of such changes to Institutional Research (who maintains the university's senior level organizational charts) and Human Resources.
2. When leaders are contemplating an organizational change that is more than a name change, the leader should seek initial endorsement from the respective Executive Vice President or Chief of Staff and then engage Human Resources as early in the process as possible to ensure appropriate review, evaluation and approval of the proposed change(s). This review may include an evaluation of new and/or modified position descriptions. HR will provide guidance and consultation on the proposed changes to the organizational structure and ensure changes are consistent with organizational policies.
3. Ideally, changes to an organizational structure that includes the addition, deletion, or substantive name change of a unit would be planned so that the effective date falls on July 1<sup>st</sup> or January 1<sup>st</sup> of any given year. While changes can be made at other times, it takes time to ensure that these changes are appropriately reflected in the various information systems and on the university's websites.
4. Following the consultation with Human Resources, the Unit Leader must submit the final proposal for the changes to the organizational structure through their chain of command to the respective Executive Vice President responsible for that part of the organizational structure. Approval at each level of leadership is required for the proposal to advance to the next level. For units reporting to the President, changes shall be submitted to the President's Chief of Staff.
5. The approval for the requested name change and the effective date of the change shall be provided to Human Resources by the respective EVP or Chief of Staff.

## **University Form Submissions**

1. Following approval as described above, the Leader of the unit with the change will take the following steps to ensure the changes are reflected appropriately across the university:
  - a. Submit a [Chart of Account\(s\) Maintenance Request](#) form to Finance, if a change to department or organizational unit name is needed in the financials and human resources systems, or if a new department ID needs to be established. This form is also used if there are any changes to positions that will be authorized to approve budgetary actions.
  - b. Update any forms, letterhead, and/or marketing materials as necessary, specifically including web pages.

- c. Notify any external bodies (such as programmatic accreditors) as necessary.
2. Human Resources shall:
- a. Notify Institutional Effectiveness on any changes involving direct reports to the President or EVPs so the changes can be incorporated into the University's official organization chart as necessary.
  - b. Update the human resources systems to reflect department or organizational unit name and reporting relationships as necessary.
  - c. Notify all Data Trustees and information system owners for incorporation into those systems and business operations.