



**CONTACT OFFICE:** Administration and Finance – Human Resources

**APPLIES TO:** Faculty and Staff

**PURPOSE:** These procedures describe the protocol for the maintenance and publishing of the official university organizational charts to ensure accuracy and access in support of university operations.

**GENERAL PROCESSES / PROCEDURES FOR IMPLEMENTATION:**

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1. As Supervisors or Managers make changes in organizational structure, reporting structure, and / or titles of employees, changes must be communicated to the Office of Human Resources using the Organizational Change form. The Supervisor must complete the Organizational Changes form (found at <http://adminfinance.umw.edu/hr/compensation/organizational-changes/organizational-change-form/>) and submit it to the Office of Human Resources. Submission to HR assumes that the supervisor and the Cabinet VP have agreed to the changes.
2. The Office of Human Resources will forward the information to the appropriate personnel for approval.
3. After these change(s) have been approved, the Office of Human Resources will notify the Supervisor / Manager.
4. The Supervisor / Manager will then make the appropriate change(s) on the EWP (Classified / Wage) or A/P Work Plan (Administrative Professionals).
5. Staff in the Office of Human Resources updates the Organization Charts on a quarterly basis; additional updates may be made for major organizational changes at the request of Cabinet Vice Presidents and with the approval of the Vice President for Administration and Finance.

**OPERATIONAL NOTES:**

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1. Banner data will be used as the primary source and will reflect information and changes that have been approved and properly reported to the Office of Human Resources.
2. Organizational Changes forms are used to communicate organizational changes (i.e. title changes, supervisory changes, departmental transfers, etc.) to the Office of Human Resources so that Banner data may be updated and its accuracy maintained. Once Organizational Changes forms have been submitted to the Office of Human Resources, changes will be made in Banner; Organizational Charts will be updated quarterly (by the

end of each month: July, October, January, April) from this data. Staff in the Office of Human Resources updates the Organization Charts on a quarterly basis. Only major organizational changes will be reflected immediately on the Organizational Charts; additional updates may be made for major organizational changes at the request of Cabinet Vice Presidents and with the approval of the Vice President for Administration and Finance.

3. The Organizational Chart includes only UMW Classified Employees and A/P Faculty and Staff. Teaching Faculty will appear if they supervise staff positions. Student workers, Independent Contractors, temporary workers, and Volunteers will not appear on the Organization chart.
4. Organizational Charts are hosted in the University's Document Repository and are published:
  - On each Division's web site,
  - On the 'About' page of the University's web site, and
  - On the Human Resources' web site.
5. Vacancies will be posted on the Organizational Charts; the primary resource for this information is the current Budget Report. Questions about vacancies will be resolved by the Executive Director of Budget and Financial Analysis.
6. PDF and PowerPoint versions of Organizational Charts will be shared with departments; for purposes of consistent presentation, departments are encouraged to use these versions in presentations, post on web sites, etc..
7. Internal HR Procedures:
  - Quarterly updates will be based, primarily, on a comparison of the Supervisor spreadsheet and the most recent Organizational Chart spreadsheet. The Supervisor spreadsheet is effective monthly.
  - Supervisor emails / management changes may be consulted as needed.
  - Vacancies will be certified quarterly with budget.
  - The Organizational Chart will be posted quarterly by the end of the month in July, October, January, and April.
  - By the 10<sup>th</sup> of the month, HR will notify each cabinet VP support to forward Org Chart changes by the 20<sup>th</sup> for posting by the last day of the month.