

DEPARTMENTAL REORGANIZATIONS

This document sets forth guidelines and procedures to promote decisiveness, fairness, and cost effectiveness in a manner consistent with the continued attainment of the mission of the University and to ensure adherence to established nondiscrimination principles.

If the Reorganization Plan being proposed prompts the retrenchment of University personnel, the retrenchment of personnel shall be done fairly and rationally, and in a manner consistent with the continued attainment of the mission of the University.

When requesting to create a new job description and any pay adjustments, you will need to contact the HR Compensation department to draft the new job description in the proper format, have the position benchmarked, and analyze the pay requests for internal/external equity prior to submitting your reorganization plan. This applies to all staff and administrative positions. The HR Compensation department can also provide you with a sample of the below upon request.

Required Documents to be Submitted and Processed:

1. Description of the current departmental operations
 - a. Current organizational chart
 - b. Current personnel costs
2. Describe the reason for reorganization
 - a. Describe all functions to be eliminated, if any, and why. Include the name, current salary and job description of affected employee.
 - b. Function to be added, if any, and why. Include the proposed title of position, job description and salary range.
 - c. Proposed Structure. Include proposed organizational chart and describe how the alternative structure will enhance the operation of the department.
 - d. Prepare a spreadsheet that shows the anticipated personnel costs with reorganization and how these costs will be funded. Showing the current and new costs side by side is preferred.
3. Submit the documents in sections 1 and 2 to the appropriate Vice President for review and approval of the reorganization.
4. The Vice President will then forward the documents to the AVP of HR to review the proposed position descriptions, determine appropriate job titles, salary ranges, assure that no employee rights are being violated, and communicate, if approved, further steps to be taken in order to proceed. Retrenchments will also require a review by the EEO office.
5. HR will return the documents to the Vice President for final review with the President.
6. The VP will notify HR of Presidential approval and HR will complete appropriate actions.