

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.

Required Documents to be Submitted and Processed:

1. Description of the current departmental operations
 - a. Current organizational chart
 - b. Current personnel costs

2. Reason for Reorganization
 - a. Function 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. Anticipated personnel costs with reorganization and how these costs will be funded.

3. Submit the documents in sections 1 and 2 to the appropriate Vice President for approval of the reorganization. The Vice President will then forward the documents to 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.

4. HR will return the documents to the Vice President for final review with the President.

5. The VP will notify HR of Presidential approval and HR will complete appropriate actions.