

## 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 proposed reorganization plan prompts the retrenchment of university personnel, the retrenchment 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 Classification Compensation unit to draft the new job description, have the position benchmarked, and analyze the pay requests for internal/external equity before submitting your reorganization plan. This applies to all staff and administrative positions. Upon request, the HR Compensation unit can provide you with an example of the documents listed below.

### Required Documentation for Submission:

1. Provide the following information with a description of the current departmental operations and the reason for reorganization.
  - a) Describe how the alternative structure will enhance the operation of the department.
  - b) Describe all functions/duties to be eliminated, if any, and why. Include the name, current salary, and position description (PDQ) of the affected employee(s).
  - c) Describe functions to be added or shifted, and why. Include the proposed title of position, position description (PDQ), and salary range.
  - d) Attach a current organizational chart with name(s), position number(s), job title(s), and pay grade(s).
  - e) Attach a proposed organizational chart with name(s), position number(s), proposed job title(s), and pay grade(s).
  - f) Prepare a spreadsheet that provides the reorganization's current and anticipated personnel costs and how these costs will be funded. Showing the current and anticipated costs side by side is preferred.
2. The Dean, Director, AVP, or VP of area will sign this cover sheet and submit the documents listed above to the Budget Office for review. If approved, the Budget Office will forward the documentation to Human Resources. HR will review the proposed organization structure to ensure that no employee rights are being violated. Reorganizations that involve position elimination will also require a review by Employee Relations.
3. Upon receipt, the AVP of Human Resources will review the reorganization with the Provost or Vice President, Budget & Finance.
4. If approved, Human Resources will complete the appropriate actions for the reorganization. If new benefited faculty positions not previously approved are included, the President's approval will also be required.

### Approval:

Dean/Director/AVP/VP:	_____	Date: _____
Budget Office:	_____	Date: _____
AVP, Human Resources:	_____	Date: _____
Provost or VP, Budget & Finance:	_____	Date: _____

### Important Notes:

- The review process is comprehensive and may take between two to eight weeks after all required materials are received by Human Resources.
- During this period, no position changes—including assignment of new responsibilities or communication with impacted employees—should occur until the reorganization process is finalized.
- Any approved changes will take effect on the first day of the month following final approval by the Provost or VP, Budget & Finance.