

## 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 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 documents to be submitted:

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 job description of the affected employee(s).
  - c) Describe functions to be added or shifted, and why. Include the proposed title of position, job description, 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 or Director 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. The AVP of 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 the Manager, Inclusivity Initiatives.
3. Once reviewed, the AVP of HR will return the documents to the requestor to forward the packet to the appropriate Vice President for review and approval of the reorganization.
4. If approved, the Vice President will sign this cover sheet and return the completed packet to HR to complete the appropriate actions for the reorganization. If the reorganization includes appointments into new benefited faculty positions not been previously approved, the President will also need to approve the reorganization.

### Approvals:

Dean/Director/AVP:	_____	Date: _____
Budget Office:	_____	Date: _____
Manager, Inclusivity Initiatives:	_____	Date: _____
AVP of HR:	_____	Date: _____
Division VP:	_____	Date: _____