

DEPARTMENTAL REORGANIZATION Guideline

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 layoff of University personnel, the layoff of personnel shall be done fairly and rationally following university policy, 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 to analyze the pay requests for internal/external equity prior to submitting your reorganization plan. This applies to all staff and administrative positions.

Required Documents to be Submitted and Processed:

1. You will need to provide on the web form a packet of information with the following:
 - a) Provide a description of the current departmental operations and the reason for reorganization. Describe how the alternative structure will enhance the operation of the department. List all functions/duties to be eliminated, if any, and why. Include the name, current salary and job description of affected employee. List all functions to be added or shifted. Include the proposed title of position, job description and salary range.
 - b) Attach a current organizational chart with name, job title, and pay grade.
 - c) Attach a proposed organizational chart with name, proposed job title and pay grade.
 - d) Prepare and attach a spreadsheet that shows the current and anticipated personnel costs with the reorganization and how these costs will be funded. Showing the current and new costs side by side is preferred.
2. Compensation will review, consult with the submitter and HR Employment. Compensation will provide recommendation on job title, pay grade and pay.
3. HR Employment and departmental manager will send the documents up through to the appropriate Vice President for review and approval of the reorganization.
4. If approved, the Vice President will sign this cover sheet and send the packet to HR to complete the appropriate actions of the reorganization. If the reorganization includes appointments into new benefited faculty positions, that have not been previously approved, the reorganization will also need to be approved by the President.
5. Once fully approved:
 - a. Compensation and HRIS creates new jobs within banner
 - b. Employment prepares entry into banner

Approvals:

Dean/Director:	_____	Date: _____
CHRO for HR:	_____	Date: _____
AVP or other in assigned area:	_____	Date: _____
Division VP:	_____	Date: _____