

Policy Number: UFCD, HR, 1.18
Effective Date: May 18, 2006
Last Revised Date: March 2020
Next Review Date: March 2020
Policy/Guideline Custodian: HR, Director
Category: Human Resources

Title

Organizational Chart Policy

Policy

Department administrators are responsible for keeping the organizational chart(s) current for their department. Organizational charts must be updated as any changes are made (e.g., reclassification of position, establishing a new position, etc.) and/or on a quarterly basis (i.e., every March, June, September, and December).

The organizational charts will be housed on the shared (V:\) drive under 'All UFCD' > 'Organizational Charts' > your department. It is necessary to keep a record of past, current, and proposed organizational charts, therefore, a new organizational chart should be saved under the current date for each update/revision. No charts should be deleted from the shared drive.

Procedure

The department/unit name and revision date must be listed on the top of the form as a header. List all positions within the department, whether they are filled or vacant. For each position within the department, please list the following:

- 1) First and last name of the employee and degrees earned (graduate degree or higher, e.g., John Doe, DDS, MPH), or, enter 'TBA' if vacant
- 2) Official classification title
- 3) Working title (only if different from the classification title)
- 4) Eight-digit PeopleSoft position number (if applicable)

Each position should have a line attached to the immediate supervisor's position. An example is attached. Please use this template when creating the organizational chart for your department and refrain from adding graphics and/or different colors and fonts.

Faculty, staff, OPS, and student assistants must be included on the organizational charts. OPS and student assistants do not have position numbers or titles, therefore, please

include the type of position (OPS or student assistant), name of the employee, and a line attaching this position to the individual to whom he/she reports.

Contact Information

Policy Contact(s)

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Important Dates

- Original Effective Date: May 18, 2006, Approver: Dr. Teresa A. Dolan
- Reviewed: April 18, 2008
- Reviewed: July 2014
- Revised: April 2015, Approver: Dr. A. Isabel Garcia, Dean
- Reviewed: March 2020, Approver: Dr. A. Isabel Garcia, Dean