



Organization Committee Mission and Purpose

The mission of the organization committee is to facilitate the administrative processes to effectively change all components within the Banner systems to flow to the necessary changes to appropriate areas and ensure the organizational changes are made throughout the Banner systems (Finance and Human Resources) which includes, but is not limited to Banner Funds and Banner positions. See UNCW Policy 02.120 at: http://www.uncw.edu/policies/documents/02.120_Dept_StructureFINAL.pdf

Guidelines to assist with organizational changes

1. Complete the Organization Change Questionnaire below to determine the extent of the organizational change. This should be done as soon as the department, area or unit is aware of the pending changes.
2. Contact the Org Committee Chair to meet with the Org committee. The org committee meets each month on the 2nd Tuesday at 8:30am.
3. Attendees are encouraged to bring their existing org charts and a new org chart with changes. If there is not a final approved org chart at this time, a proforma org chart will suffice for planning purposes.
4. Upon meeting with the core org committee, committee members will evaluate what other meetings and documents will be needed and help facilitate the process.

Organization Change Questionnaire

(To be completed and submitted prior to meeting with the Org committee)

Check All that Apply:
Yes No

Is the organization moving from the division?

Is the organization moving to another area within the division?

Is the organization being merged into an existing organization?

Is the organization adding new areas, departments or units?

Is the organization separating into one or more units?

Is the organization only changing the name only?

Is the department(s) changing the employees who reports to the org?

Are the changes affecting the reporting structures above or below the org?

Will the reporting structure within the division, department or organization, include associated HR position changes in addition to the organization changes?

Is the new org structure creating a new college or new division?

Send completed questionnaire to Org Committee c/o Jan Riemersma at Lionj@uncw.edu.

Prepared by _____ Date _____