



## Official Organization Chart Guidelines

When submitting requests to review, create, or update positions, it is important to include / attach official updated organizational charts (org charts) to Peopleadmin (PA7) actions. Org charts provide insight into the structure and organization of a team, unit, department, college/division, etc. and convey organizational context and relevant information that is difficult to incorporate into the text of a job description. Org charts are used by the University for a variety of purposes including job analysis, classification, organizational assessments, equity assessments, evaluating reduction-in-force proposals and ADA accommodations, and more.

The following items should be present in an official organizational chart:

- **Employee Name:** Employee name (or “Vacant”) as it appears in Banner (the HR System) – you can include nicknames in parentheses ...for example: John (Johnny) Doe.
- **Working Title (optional):** Working titles may be included and are recommended, but not in place of the classification title.
- **Position Title:** Official EHRA & SHRA classification or title. For SHRA positions, the career band level should also be included (Contributing, Journey, or Advanced)
- **Position Number:** The 6-digit position number.
- **Position/Employee Type:** The position/employee classification (i.e. EHRA, SHRA, Temp, Post doc, etc.)
- **FTE:** Especially for positions less than 1.0 FTE
- **Month appointment:** 9-month – 12-month; especially for organizations that have a mix of appointment types.

### Examples:

John Doe  
Proposal Processor  
Administrative Support Specialist –  
Contributing  
#010532  
**SHRA**  
FTE 1.0 , 12-month

Jane Doe  
Director of Gifts Processing  
#012350  
**EHRA**  
FTE 1.0 , 12-month

Always label and title the Org Chart with the College/Division, Department, and Unit and note the ‘Last Updated Date’ on the document.

**Reminder:** Each relevant organizational chart should be updated when there is a change in the organization including employee and position changes.

If you have questions about org charts, reach out to the Compensation team at [compensation@uncw.edu](mailto:compensation@uncw.edu).