

## **Guidelines for Making Changes to the MUW Organizational Chart**

### **Purpose:**

The MUW Organizational chart is designed to indicate reporting relationships between units and President's Cabinet members. The graphical representation of these relationships makes it easier to visualize how information is shared and decisions are made within the university.

### **Procedures:**

The procedures to initiate, review, and approve new or revised MUW organizational chart are as follows:

1. The appropriate President's Cabinet member identifies the need for a new or revised organizational chart. Once identified, the President's Cabinet member should communicate the organizational chart information to the President by submitting a **Transmittal Sheet for Organizational Chart Changes**.
2. Once the President approves the changes or updates to the existing organizational chart, that information will be sent to the Office of Institutional Research (before the effective date of the change, if possible).
3. The organizational chart will then be updated by the Office of Institutional Research and sent to the offices of the President and Human Resources. The Human Resources office will document changes, the date changed, and the revision(s) noted in the files. The new chart will be released by the Office of Human Resources to the campus community as well as updated in all university publications along with a request for the computing center to post it on the MUW web site.