

ORGANIZATIONAL CHART STANDARDS AND STRUCTURE

Office of Human Resources – Classification and Compensation

The repository for all Fayetteville State University organizational charts is the Office of Human Resources – Classification and Compensation. Below are standards and structures that are to be consistently applied to University organizational charts. Questions, or requests for guidance, or technical assistance should be directed to the appropriate stakeholders provided via this document. **For organizational charts, you may utilize Microsoft Word or Visio. Please make sure your document is in a format that is editable.**

Standards

An organizational chart:

- Is a graphic image of the hierarchy of an organization that provides a snapshot of the areas of responsibility and reporting relationships within each unit.
- Defines roles and responsibilities of positions, establishes structure of authority, and operational accountabilities.
- For an HR organization, is used in decision-making processes and operations that include employment, classification and compensation, and professional development.

Formatting

- Format org charts using black and white print for readability.
- Font size is dependent on the size/scope of the chart.
- Landscaped is the preferred orientation on 8.5" x 11" paper.

Header/Footer

An organization chart header should be included in the upper margin of the first page of the document with the following details provided:

- University Name
- College/School/Division/Department
- Date organization chart prepared/updated

Fayetteville State University
The Office of Human Resources
October 10, 2017

Position Components

1. Employee Name: Employee name (or "Vacant") as it appears in Banner.
2. Position Title: **Official** EHRA & SHRA classification or title. For SHRA positions, the career band level should also be included (Contributing, Journey, or Advanced). Abbreviate if needed.
3. Type: Indicate the position/employee classification type (e.g. EHRA, SHRA, etc.).

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Office of Human Resources – Classification and Compensation

Position Structure

John Doe
Human Resources Consultant –
Journey
SHRA
Position #123456

4. Working Title (optional): Working titles may be included but not in place of the official classification title.
5. Position Numbers: All position numbers require a minimum of 6 digits.
6. Each position should be housed in a separate box with a solid line drawn to the supervisory position.
7. If the request is for a new position, the position must be displayed on the organizational chart.
8. **Depiction of Span of Control:**

The UNC-System Office prefers that the organizational chart represents “span of control.” The Chancellor should be identified at the top of the organizational chart and then reporting relationships shown from his position successively to the next level of reporting (e.g., Vice Chancellor, Associate Vice Chancellor, managers, supervisors, and, finally, subordinate employees).

Sub-Units

An alternative for very large University divisions is sub-unit org charts. This type of chart is created by the extraction of data from the division’s master organizational chart for development at the unit level.

Exclusions

FSU excludes student positions from university organization charts.

Contacts

Human Resources

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Fayetteville State University
Division
Department
Date and Year

Name
Chancellor
Employee Type
Position #123456

Name
Classification Title
Employee Type
Position #123456

Name
Classification Title
Employee Type
Position #123456

Name
Classification Title
Employee Type
Position #123456

Name
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Employee Type
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