Fayetteville State University
Standards for Organization Charts

Organization Charts show the structure of an organization and the relationships and relative ranks of its positions/jobs.

To ensure consistency, organization charts at Fayetteville State University should follow the guidelines outlined in this document.

IDENTIFYING INFORMATION

Identifying information should be included in the upper right corner of the chart stating:

1. University Name
2. Division Name
3. Department Name
4. Date Prepared
5. Printed Name of Chairperson / Department Head
6. Signature of Chairperson / Department Head

All charts must provide the department head’s signature and date prepared. This verifies organizational structure at a particular point in time.

Example:

Fayetteville State University
Chief of Staff
Human Resources
March 1, 2012

Denise Brown-Hart

POSITIONS

Each position on the organization chart should be identified by:

1. Official Job Title/Career Banded Title
2. Competency Level of the Position, if SPA
3. 6-Digit Position Number (Last 6 digits of the former 15-digit position number)
4. Employee’s Name (Last, First)
5. Designation as EPA or SPA

Examples:

HR Consultant
000014-J
Doe, John – SPA

Associate Vice Chancellor for
Human Resources
000016
Doe, Jane – EPA
Multiple positions of the same classification reporting to the same supervisor can be combined in one box.

**Example:**

<table>
<thead>
<tr>
<th>Building and Environmental Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>000012-A</td>
</tr>
<tr>
<td>Jones, Edward - SPA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building and Environmental Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>000013-J Doe, John A SPA</td>
</tr>
<tr>
<td>000014-C Doe, Jane B SPA</td>
</tr>
<tr>
<td>000015-C Doe, Jack C SPA</td>
</tr>
<tr>
<td>000016-A Doe, Judy D SPA</td>
</tr>
</tbody>
</table>

Proposed positions and temporary positions should not be included on the organizational chart. These positions are included only as part of a request to review/approve a new position by HR's Classification and Compensation unit.

**SUB-UNITS**

Sub-units of departments may have their own organization chart. This will help with departments that are very large. For example, the Department of Facilities Management has several sub-units including Housekeeping, Grounds, Maintenance, etc.

**FORMATTING**

- Must be printable on an 8 1/2" x 11" letter size sheet of paper
- Page orientation should be landscape
- Rectangle shapes should be used
- Other graphics or shapes should be avoided
- Must be formatted in **plain black and white** to ensure legibility
- Colors and shadings should be avoided
- Fonts should be simple and legible