

# 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 <hr/> Denise Brown-Hart
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### 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

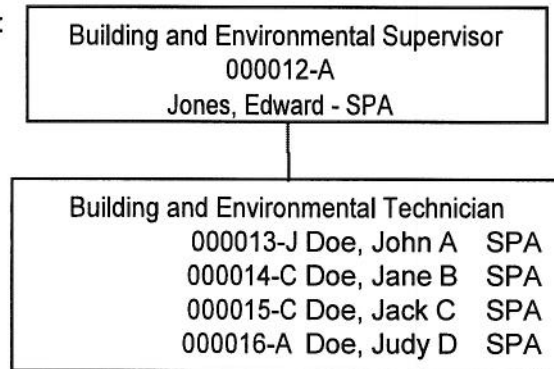
Examples:

HR Consultant 000014-J Doe, John – SPA
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Associate Vice Chancellor for Human Resources 000016 Doe, Jane – EPA
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Multiple positions of the same classification reporting to the same supervisor can be combined in one box.

Example:



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 ½" 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

# SAMPLE ORGANIZATION CHART

Fayetteville State University  
Business and Finance  
Police and Public Safety  
March 13, 2012

AVC for Police/Public Safety

