

Memo to: All UH-Downtown/PS Holders  
From: Michael A. Olivas, Interim President  
Subject: Organization Chart

UH-Downtown/PS 01.A.02  
Issue No. 8  
Effective date: 08/15/2016  
Page 1 of 2

## **1. PURPOSE**

This Policy Statement outlines the process by which the official organization chart for the University of Houston-Downtown (UHD) is modified.

## **2. DEFINITIONS**

There are no definitions associated with this policy.

## **3. POLICY**

### 3.1 Responsibility for Preparation and Distribution

The Vice President for Employment Services and Operations is responsible for the preparation and distribution of the official organization chart.

### 3.2 Responsibility for Change Proposal

Director/department-level changes should be submitted to the appropriate vice president and/or dean. Administrators reporting directly to the President propose changes in their administrative units. When academic units are involved, they will be consulted. The President may propose organizational changes affecting these administrators.

### 3.3 Major Changes in Academic Units

Major changes in academic units affecting the entire University require prior consultation with appropriate shared governance committees.

### 3.4 Procedure for Gaining Approval

The President makes the final decision after consultation with the President's Cabinet.

### 3.5 Recording Changes

All changes to the University's organizational chart, departments, academic units, reporting structure, etc., must be submitted to Employment Services and Operations and the Budget Office in order to update PeopleAdmin HR and Finance.

#### **4. PROCEDURES**

There are no procedures associated with this policy.

#### **5. EXHIBITS**

There are no exhibits associated with this policy.

#### **6. REVIEW PROCESS**

Responsible Party (Reviewer): Vice President for Employment Services and Operations

Review: Every three years on or before June 1<sup>st</sup>.

Signed original on file in Employment Services and Operations.

#### **7. POLICY HISTORY**

Issue #1: 08/11/81

Issue #2: 08/11/83

Issue #3: 10/19/84

Issue #4: 07/15/86

Issue #5: 09/15/88

Issue #6: 10/13/99

Issue #7: 10/10/13

#### **8. REFERENCES**

There are no references associated with this policy.