**University Organizational Charts FSS/PPS 04.01**

**Issue No. 7**

**Effective Date: 07/24/2020**
**Next Review Date: 06/01/2024 (E4Y)**
**Senior Reviewer: Assistant Vice President for Human Resources**

**01. POLICY STATEMENTS**

01.01 The purpose of this document is to facilitate efficient administration by establishing an official organizational chart for the overall university and each university division.

01.02 The president is responsible for the organization of the university. The vice presidents are delegated the authority to organize each of their divisions as approved by the president.

01.03 The official university and division organizational charts detail only major departments and offices to no lower than the third level below the president or vice presidents, as appropriate. University Pay Plan titles, rather than functions, are shown.

**02. PROCEDURE FOR PRODUCING AND PUBLISHING THE UNIVERSITY’S OFFICIAL ORGANIZATIONAL CHARTS**

02.01 Bi-annually on January 15 and September 15, the assistant vice president for Human Resources will publish the official university and division organizational charts on the Human Resources [website](https://www.hr.txstate.edu/) and in the [Staff Handbook](https://www.hr.txstate.edu/staffhandbook.html). The organization of the university is imbedded in the university’s SAP operating system, and the charts that Human Resources publishes will be based on the university and divisional organizations as they appear in SAP on January 15 and September 15.

**03. PROCEDURE FOR PRODUCING DEPARTMENT ORGANIZATIONAL CHARTS**

03.01 The functionality to produce organizational charts for their organizations will only be available to all who have the department head role in SAP. This functionality will permit department heads to produce charts that show position number, position title, name of the individual in the position, and the number of positions supervised by the position. Examples of the charts which may be produced may be found on the Human Resources [website](https://www.hr.txstate.edu/). Department heads may contact Human Resources for assistance in using this functionality.

**04. REVIEWER OF THIS PPS**

04.01 Reviewer of this PPS includes the following:

Position Date

Assistant Vice President for Human June 1 E4Y

Resources

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Assistant Vice President for Human Resources; senior reviewer of this PPS

Vice President for Finance and Support Services