

Policy on Maintenance of Organisational Chart

Title:	Maintenance of Organisational Chart
Policy number:	POL 062
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	
Date of Board approval if required	(13/03/2024)
Effective date of implementation	(14/03/2024)
Frequency of review required	The policy should be reviewed every 3 years.
Replacing or superseding information	There are no earlier policies on this matter.
Revision number	New
Responsible Office	Institutional Strengthening and Accreditation
Accountable Officer	Assistant Vice President, Office of Institutional Strengthening and Accreditation
Related legislation, regulation, policy, or policies	The University of The Bahamas Act
Link(s) to the Strategic Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If Yes, identify which goal(s)	Preparation for international accreditation
Appendix/Appendices	Organisational Chart Change Template

1. Authority

This policy is under the authority of the Board of Trustees.

2. Purpose

This policy is to define the management and review of the university's organisational chart. Organisational charts serve as a tool to showcase the university's structure and illustrate the reporting lines and departmental relationships within the organisation.

3. Scope

This policy governs the administration, representation and periodic review of the university's organisational chart for all functions.

4. Definitions

- 4.1 Transfer: the relocation of an employee from one work location to another.
- 4.2 Restructure: making change to the existing hierarchy or design of the organisation.
- 4.3 Acting: An assignment in which an employee is temporarily appointed to assume the responsibilities of a higher-ranking role for a specific period during the absence of the substantive position holder.
- 4.4 Interim: An assignment in which an employee is appointed to occupy a vacant position, undertaking the responsibilities of the role either while a search for a replacement is in progress or until they are officially confirmed in the position.
- 4.5 Department: A group of individuals focused on knowledge transfer related to specific disciplines, or a group of individuals tasked with related functions.
- 4.6 School: A group of two or more departments focused on related disciplines.
- 4.7 College: A collection of two or more schools.
- 4.8 Office: An administrative or managerial collection of two or more departments, overseeing related services.
- 4.9 Institute: A specialized unit that concentrates on a specific subject, often integrating research or services into the teaching and learning environment.

5. Policy Statement

- 5.1 The President is responsible for the University's organisational structure. The University shall maintain a visual representation of both its organizational and functional structure. The responsibility of representing and overseeing the regular review of the university's organisational chart is assigned to the Office of Institutional Strengthening. This chart will feature all approved names of departments, leadership, academic programs, student and administrative services. It also outlines a formal structure that highlights governance, functions, and interdepartmental relationships, ensuring an accurate portrayal of roles, responsibilities and reporting.
- 5.2 Restructuring Process- Recognizing that restructuring activities have a cost component, these restructuring activities are restricted to budgetary approvals and as such will only be reflected in the org chart published in August of each year.

5.3 Procedure

Development of the Organisational Chart. The process of developing the organisational chart will be consultative. This process will be led by the President in consultation with senior leadership.

New hires, promotions, transfers and/or restructuring activities shall be documented using Appendix A. The Office of Institutional Strengthening and Accreditation shall integrate the changes into the organisational chart.

Organisational Chart Maintenance and Review. The organisational chart will be reviewed annually. A maintenance procedure, using a standard template for information collection, will be established to ensure accuracy. Human Resources will be responsible for notifying all personnel changes through the Organisational Chart Change Form. Following this, the Office of Institutional Strengthening will integrate the changes into the organisational chart.

Displaying Vacant Positions. Highlighting vacant positions on the University organisational chart will be denoted with a distinctive color or a symbol.

Approval: The president recommends revisions to the BOT for approval

Organisational Chart Publication. When adjustments are made to the existing charts, an electronic edition will be released on the University's website. The organisational chart shall be published twice per year. Once in August after budget approval and the second in January.

 UNIVERSITY OF THE BAHAMAS	UNIVERSITY OF THE BAHAMAS ORGANISATIONAL CHART CHANGE FORM
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Please use this form to submit any information related to changes in personnel, reporting structure, or departmental organization. This form is designated for Human Resources use only.

INFORMATION	
Name: _____ Effective Date: _____	
Old Position (Complete if transfer/leave)	New Position (Complete if new hire/ transfer)
Position Name: _____ Department: _____	Position Name: _____ Department: _____
COMMENTS: _____ _____	
Human Resources Representative: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Signature Date </div>	
FOR OFFICIAL USE ONLY	
Change made in Visio	Yes <input type="checkbox"/> No <input type="checkbox"/>
Change made by	_____