

Memo to: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Organization Chart

UH-Downtown/PS 01.A.02
Issue No. 9
Effective date: 04/20/2023
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 Human Resources is responsible for updating and publishing the official institutional organizational charts on the University's website.

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 will propose organizational changes in their administrative units to the President after consulting with Human Resources. 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 the Office of Human Resources and the Budget Office in order to update PeopleSoft HR and Finance.

4. PROCEDURES

See Section 3 for Procedures.

5. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Human Resources

Review: Every three years on or before June 1st.

Signed original on file in the Office of Human Resources.

6. 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

Issue #8: 08/15/16

7. REFERENCES

There are no references associated with this policy.