**Standards for Organizational Charts**

Organizational Charts show the structure of an organization and the relationships and relative ranks of its positions. The chart should show the organizational reporting at least up to the Dean/Vice Chancellor/Vice Provost. To ensure consistency, organizational charts should follow the guidelines as outlined in this document.

**CREATING AN ORGANIZATIONAL CHART**

Identifying information should be included in the upper left corner of the chart stating:

1. University Name
2. Division/School/College Name
3. Department Name
4. Date Prepared

|  |  |
| --- | --- |
| Example: | UNC Chapel Hill |
|  | School of Medicine |
|  | Lineberger Comprehensive Cancer Center |
|  | April 11, 2023 |

Each position (including vacancies) on the organizational chart should be identified by:

1. Position Number
2. Employee’s Name (or Vacant)
3. Title
4. SHRA or EHRA
5. Contributing, Journey, or Advanced (if SHRA)

|  |  |
| --- | --- |
| Example: | 009999 |
|  | Jane Doe |
|  | Student Services Specialist |
|  | SHRA |
|  | J |

Multiple positions of the same classification reporting to the same supervisor can be combined in one box.

|  |  |
| --- | --- |
| Example: | 001116 |
|  | John Doe |
|  | Building and Environmental Supervisor |
|  | SHRA |
|  | J |
|  | I |
|  | 001112 John Doe II Bldg Env Serv Tech SHRA C |
|  | 001113 John Doe III Bldg Env Serv Tech SHRA C |
|  | 001114 John Doe IV Bldg Env Serv Tech SHRA C |
|  | 001115 Jane Doe V Bldg Env Serv Tech SHRA C |

**SUB-UNITS**

Sub-units of departments may have their own organizational chart. This will help with departments that are very large. For example, the Department of Facilities has several sub-units including Housekeeping, Grounds, Maintenance, etc.

**FORMATTING**

* Must be printable on an 8 1/2" 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 legible
* Reporting lines should be represented very clearly. Dotted lines can be used to show matrix reporting if it is clear who the supervisor of record would be.