Part 1. Standards for Organizational Charts

Organizational Charts shows the structure of an organization and the relationships and relative ranks of its positions. To ensure consistency, organizational charts at UNCG 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 Name
3. Department/College Name (Not required if you do not work in a department/college such as Business Affairs, Chancellor’s Office, etc.)
4. Date Prepared

Example:

University of North Carolina at Greensboro
Academic Affairs
Bryan School of Business and Economics
January 2017

Each position on the organizational chart should be identified by:

1. Position Number
2. Employee’s Name
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

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 John Doe V Bldg Env Serv Tech SHRA C

Temporary positions and students should not be included on the organizational chart.
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 formatted in plain black and white to ensure legibility