

<b>Section:</b>	IX.3.13	
<b>Title:</b>	Organizational Structure	
<b>Effective Date:</b>	March 9, 2017	
<b>Approved By:</b>	Vice President for Human Resources	
<b>Responsible Unit:</b>	Office of Human Resources (609) 771-2282; hr@tcnj.edu	
<b>Related Documents:</b>	N/A	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	March 9, 2017	Revised
1.0	July 28, 2011	New policy; Initial release

## I. INTRODUCTION

This document establishes The College of New Jersey's policy on staffing and organizational structure.

## II. DEFINITIONS

N/A

## III. POLICY

The College of New Jersey has designated the Division of Human Resources to be the official central repository for all data relating to staffing and organizational structure. As the central data repository, the Division of Human Resources will assure that appropriate authorization has been secured when effecting organizational changes and that those changes are communicated to all affected parties.

All departmental organizational changes, including departmental name changes, must be approved through the appropriate Cabinet Officer and submitted to the Division of Human Resources for review to determine the areas that are affected by the change in organizational structure and/or naming convention. All changes require final approval of the Cabinet. It is recommended that all changes be completed at designated times during the year, i.e., January 1<sup>st</sup>, July 1<sup>st</sup>, or September 1<sup>st</sup>, to allow time for all of the required approval and communication to the campus.

There are two ways to create a new department – 1) reorganization of present structure or 2) change of an existing department’s name. The College of New Jersey defines a department as a distinct academic or administrative division of the College that houses employees. This process is designated to include programs or initiatives conducted by departments.

All Division of Human Resource policies are subject to change to satisfy legal requirements or to address the needs of the institution. Please contact the Division of Human Resources at (609) 771-2282 if you have any questions about this policy.