Mānoa Organizational Charts Framework

I. BOXES: Each box on the org chart signifies a function or project/program/center managed by the unit.
   A. Boxes supported by state appropriated funds should include all budgeted permanent and budgeted temporary positions. See Section III. Positions below.
   B. Boxes supported entirely by non-appropriated state funds (extramural, private, etc.) will be clearly identified with the title of the program and the description “Non-appropriated.” No position information in these boxes.
   C. Boxes supported by multiple funding sources should only reflect state appropriated positions.
   D. Each box on the org chart will be assigned an “org code” and will have a corresponding header and write-up in the functional statement. The assigned “org code” should be reflected on both the org charts and functional statements so they clearly correspond to one another.
      Exception: Advisory groups denoted with a dotted line.
   Note: See organizational chart and functional statement example for illustration of above points.

II. FORMAT:
   A. Reporting structures are clearly indicated by the placement of the boxes on the org chart and indentation within each box.
   B. Support groups (fiscal, administration, computer support, etc) are reflected off to the side, below the box the support group reports to and above the groups/projects they support.
   C. If the details of the position (title, rank, etc.) are the same with no reporting line or hierarchy, the position numbers will be listed in sequential order after the detail line.
   D. There can only be one (1) official supervisor indicated by a solid line on the org chart which is consistent with information in PeopleSoft and Position Description Generator (PDG). There can be other reporting relationships existent within the unit which may be mentioned in the functional statement and/or indicated with a dotted line.
   E. Groups that are advisory in nature (Mānoa Executive Team, External Advisory Board, Research Council, Editorial Board, etc.) are denoted by a dotted line.
   F. Numbering of Charts: With the exception of the Vice Chancellors’ charts, all charts will begin with Chart I. This includes all academic, school, college, and research units reporting to the Chancellor or a Vice Chancellor.
      Note: See organizational chart example for illustration of above points.

III. POSITIONS: Positions supported by state appropriated funds [all budgeted permanent (BJ-1) and budgeted temporary (BT-1) general, special, and revolving fund positions] should be listed in the following formats.
   A. Civil Service (CS) positions:
      Position title, salary range, position number (on left) and FTE count (on right).
B. **Administrative, Professional, and Technical (APT) positions:**
   Functional title, band, position number (on left) and FTE count (on right).

C. **Faculty positions:**
   Instructional, Research-type, Specialist-type, Librarian-type, Agent-type, Law-type, and Clinical-type faculty:
   - List position numbers under the title header (e.g. Instructional Faculty) in the appropriate box and indicate the appropriate FTE, if other than full-time (1.00 FTE), next to the position number. The total FTE count should be aligned with the header (on right).

D. **Graduate Assistant positions:**
   List position numbers under the title header Graduate Assistants in the appropriate box and indicate the appropriate FTE, if other than half-time (0.50 FTE), next to the position number. The total FTE count should be aligned with the header (on right).

E. **Executive positions:**
   Position title, position number (on left) and FTE count (on right).

F. **Means of Financing (MOF):**
   - The MOF [Special = (B), Revolving = (W)] should be shown next to the position number for non-general fund positions.
   - If the positions listed are all Special (B) or all Revolving (W), the MOF should be shown next to the total FTE count (on right).

G. Ensure total FTE count matches current allocation.
Note: See organizational chart example for illustration of above points.

IV. **MICROSOFT OFFICE VISIO** - The recommended software for organizational charts.
   Visio licenses can be purchased from UH ITS Site Licensing:
   - URL: [http://www.hawaii.edu/sitelic/microsoft/applc_price.html](http://www.hawaii.edu/sitelic/microsoft/applc_price.html)
   - Phone: 956-2404   Email: sladmin@hawaii.edu

   Instructions for purchasing can be found at: [http://www.hawaii.edu/sitelic/microsoft/mslist.html](http://www.hawaii.edu/sitelic/microsoft/mslist.html)

   The current cost listed is $54.75 per license. If you need the CD/DVD to install the software, the cost is $25 per disc. If multiple people in your department need a copy, just buy one (1) disc to install and the appropriate number of licenses (one per person).

V. **TRAINING SESSIONS:**
   - **General Sessions:** April 20 & 29, 2010 and May 4, 2010
     - Hawaiʻi Hall Room 309 from 9am to 12 Noon
   - **Departmental Sessions:** Month of May 2010
     - Schedule an appointment for an individual session at your office to have questions answered and for assistance in developing a functional org chart.

   Contact Ann Sakuma at annyang@hawaii.edu or 956-5658 to schedule the above.