Reorganizations involve one or more of the following:

- Creation or abolishment of an organizational segment
- Reassignment or redistribution of functions and positions due to rearrangement of existing organizational segments
- Creation or deletion of supervisory levels

Questions to consider when proposing a reorganization:

1. Is an organizational solution (reorganization) really the answer to resolve the problems experienced? Have other alternatives been explored before proposing reorganization, such as changing work processes?
2. Is the reorganization consistent with University strategic, program, and financial plans? What is the programmatic impact?
3. Is the background and rationale for reorganization explained in sufficient detail to justify the organizational changes proposed? Why is the current organization inadequate to address the problems experienced? What are the specific anticipated benefits of reorganization? Specific qualitative and quantitative information should be provided in the proposal.
4. What is the estimated annual cost of the reorganization and how will these costs be funded? Additional costs may include new positions, position reclassifications, office furniture or other expenses. Or, will reorganization result in cost savings or will it be cost neutral? This information should be provided in the proposal.
5. Will additional space be required due to the reorganization? Is the required space available?
6. Are the groups affected by the reorganization, e.g., students, identified and the impact of reorganization on these groups explained?
7. Are the supervisor/subordinate reporting relationships properly identified? Are there unnecessary levels of supervision for the work that must be performed? Are the position numbers and position classifications accurate and properly listed in the proposal narrative and organizational charts?
8. Does the reorganization minimize confusion over authority, roles, and responsibilities? In this regard, are functional responsibilities homogeneously grouped under one organizational unit or are functions duplicated among or between various organizational segments?