

## ***CAMPUS ORGANIZATIONAL STRUCTURE POLICY***

### **PURPOSE**

The Campus Organizational Structure is being established to perform a variety of functions. Some of these functions are as follows:

1. It will provide an operational structure consisting of a minimum of three levels: Organization, Divisions, and Departments. These three levels will become the Institutional Structure which will transcend all campus systems. A fourth level may be required for various campus systems. This level would be unique for each system. (NOTE: The operational relationships in the Structure may not be the same as the reporting relationships of specific individuals on campus.)
2. The organizational structure is intended to reflect levels of responsibility and accountability.
3. The assignment of a unique identifier for each level of the Structure will allow individuals to collect and analyze data at selected operational levels to support planning, resource allocation, and decision making.
4. Once implemented, the Organizational Structure will provide a common reference structure for the entire campus.

### **INSTITUTIONAL STRUCTURE**

The three institutional levels of the Campus Organizational Structure are defined as follows:

#### **Organization**

Organizations represent the highest operational level in the Structure. To be classified as an “Organization”, either a Division or Department must report to it. Organizations are the major entities of the campus; for example, Schools, Colleges, Vice Chancellors offices.

## Division

In some Organizations, accountability and responsibility are delegated to a lower level. The second level in the Structure is the “Division” and typically it is identified by discipline (for example, Humanities) or function (for example, Academic Computing).

## Department

The third level of the Structure is the Department. In order to be considered a “Department”, the following conditions need to apply:

1. have a mission and operate on an on-going basis;
2. have an established budget;
3. have career employees; and
4. have assigned space.

For academic departments, the following would also apply:

1. have ladder-rank faculty appointment(s);
2. participate in the academic personnel process;
3. have responsibility for the curriculum; and
4. offer degree program(s).

## **FOURTH LEVEL**

The UC Riverside Financial System (UCRFS) will require the addition of a fourth level to the Campus Organizational Structure as follows:

## Activity

The fourth, and lowest, level in the Structure for purposes of the UCRFS is the “Activity”. The Activity represents the functional segment of the “Department” and identifies the primary level of budgetary and financial management. At a minimum, a department will need one activity. Some departments may choose to have more than one activity in order to facilitate financial management of multiple functional segments.

The following criteria will apply to the Activity:

1. Budgetary and financial transactions are posted to this level.
2. The Activity must have institutional value.
3. The Activity must fit into the departmental mission.
4. It may or may not have employees.
5. It will exist within departmentally assigned space.
6. At a minimum an academic department must have an Activity that meets the requirements under “Department”.