Departmental Reorganization Process

These are the Guidelines to be followed when making changes regarding the organizational structure in a department.

Reorganization Comment: Please note that it is not valid to repost positions within a department and require employees to re-apply for the positions as a means of eliminating a person. This is not a legitimately defendable position and will leave CSU open to liability. However, it is appropriate to reorganize a department based on efficiency, cost savings, technology, etc. It is proper for a reorganization to result in eliminating a specific position.

Follow these steps to reorganize a Department:

1. Provide a memorandum detailing the new organizational structure, including the reasons for reorganizing.
2. A copy of the current departmental table of organization.
3. A copy of the newly proposed table of organization.
4. A copy of current position descriptions that are affected by revision or elimination.
5. A copy of any newly created positions descriptions or revised position descriptions.
6. A “Request for Separation Due to Rightsizing Form” (Reorganization, New Direction, and New Leadership) is required for any position that is eliminated due to the Reorganization. It is found at the link: [http://www.centralstate.edu/faculty/human_res/forms.htm](http://www.centralstate.edu/faculty/human_res/forms.htm).
7. A Strategic position review is required for any position that is newly created. All newly created must be posted.
8. A Strategic position review is required for any position that is reclassified. The reclassified position will not be posted. The reclassified employee will complete a basic application online.
9. An EAF is required with the application, strategic position review, and all credentials attached in order to hire or reclassify an employee.