

Organizational charts should be used to graphically illustrate lines of supervision, staff utilization, official classification titles (or rank if faculty) and numbers, employee name, Banner ID (where possible) and other information relating to structure. Working titles may also be added. For universities, this chart should also depict those positions that are exempt from the State Personnel Act (EHRA).

- "Identifying information" is necessary to assure that the organization, division, department, section, unit, and other roles are clearly identified.
- "Proposed Positions" should be clearly identified. This may be done by noting "proposed", indicating by a dotted box, and/or footnoting the position.
- Additionally, any vacant position will need to be reported and marked as VACANT.

