

## Organizational Chart Review and Update Policy

Policy Owner	University Council
Policy Author	University Council
Version	V 1.0
Issuing Authority	University Council
Last Modified	New Policy
Circulation	All YU
Effective Date	21 May 2025
History	The Policy was presented and discussed to the UC for review and was approved in its 10 <sup>th</sup> Meeting for the academic year 2025-2026 on 21 <sup>st</sup> May 2025.



## Organizational Chart Review and Update Policy

### 1. Purpose

This policy establishes a formal mechanism for the regular review, update, and approval of the University's Organizational Chart. It aims to ensure that the chart remains current and accurately reflects the institution's structure, roles, and lines of authority as they evolve over time.

### 2. Scope

This policy applies to all units, departments, colleges, and administrative bodies within the university.

### 3. Policy Statement

The University recognizes the importance of maintaining an up-to-date organizational chart that aligns with its strategic direction, academic and administrative developments, and operational changes.

To ensure consistency, transparency, and accountability, the following rules shall apply:

- The Organizational Chart may be revised **as the need arises**, in response to structural changes such as the creation of new departments, changes in reporting lines, or other governance updates.
- Any proposed changes must be **reviewed and endorsed by the relevant administrative leadership** before being submitted for **approval by the University Council**.
- No version of the Organizational Chart shall be considered official or in effect unless it has been **formally approved by the University Council**.
- Each officially approved version must:
  - Bear a **version number** (e.g., Version 1.0, 1.1, etc.);
  - Clearly indicate the **date of the University Council meeting** during which it was approved.
  - Carry the **official stamp of the University** to validate its authenticity.



#### 4. Responsibilities

- **Office of the President:** Oversees the preparation of proposed updates to the Organizational Chart.
- **Quality Assurance Department:** Ensures that the chart remains aligned with strategic and operational structures.
- **University Council:** Holds the sole authority to approve and issue the official version of the chart.
- **Human Resources Department:** Responsible for maintaining and distributing the most recent version of the Organizational Chart to all stakeholders.

#### 5. Review Cycle

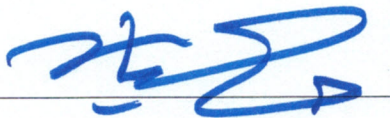
While changes may be made as needed, the Organizational Chart must be **formally reviewed at least once every two years** to ensure its continued relevance and accuracy.

#### Exception

The University-Council reserves the right to decide any situation/ circumstances outside the conditions stated in this policy

#### Authorization

The policy was authorized by:



University President



Date