



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

---

<b>NUMBER</b>	<b>: 005-P-V01-14</b>
<b>TITLE</b>	<b>: ORGANIZATIONAL CHARTS DEVELOPMENT</b>
<b>ORIGINATING DEP'T.</b>	<b>: DEANSHIP OF DEVELOPMENT</b>
<b>ORIGINAL DATE</b>	<b>: MARCH 2015</b>

---

### 1. STATEMENT OF PURPOSE

Based on KSAU-HS mission to provide advanced health profession educational programs in an academic setting, the purpose of this APP is to define a policy and applicable procedures which will serve:

- 1.1 As standard guidelines in developing, creating, reviewing and approving Organizational Charts at King Saud bin Abdulaziz University for Health Sciences (KSAU-HS).
- 1.2 As a reference to assist the initiator in developing a proposed and/or revised organizational chart through design of the organizational structure to provide clear representation of management authority, lines of communication, recommendation for positions, and provision of conflict of interest.

### 2. APPLICABILITY

All individuals involved in the initiation, development, review and approval of Organizational Charts throughout KSAU-HS.


### 3. RELATED REFERENCES

- 3.1 APP 1433-14: Chain of Command and Open Door Policy
- 3.2 APP 1414-04: Delegation of Signatory Authority
- 3.3 APP 1427-09: Job Classification System
- 3.4 APP 1426-24: Job Description Review Process

#### 4. DEFINITIONS

- 4.1 **Administrative Hierarchy** refers to the various levels throughout the organization and the reporting relationship methods, from the highest managerial levels down to the lowest hierarchical levels. It is a coordination and integration device intended to bring together the activities of individuals, groups and departments, which are separated by the level of position authority and functional responsibilities.
- 4.2 **DOD:** Deanship of Development
- 4.3 **DQM:** Development and Quality Management Affairs
- 4.4 **KSAU-HS:** King Saud bin Abdulaziz University for Health Sciences
- 4.5 **OGAC:** Organization and Governance Advisory Committee
- 4.6 **Academic Department** is an organizational unit within KSAU-HS, which is organized to carry on and develop the instruction, research and service activities of its faculty, who are appointed in accordance with KSAU-HS By-laws.
- 4.7 **Governance Structure** refers to the lines of authority and accountability, which are represented or displayed in an organizational chart or other related document, such as the By-laws
- 4.8 **Level of Position Authority** refers to the extent to which the organization's work is structured with the separation of work into different jobs, based on the level of authority given, to be performed by different people.
- 4.9 **Organizational Chart** is a diagram showing positions, reporting relationships, functions and lines of formal communication within the organization. There are two types of Organizational Chart which are:
- Organizational Chart by Function
  - Organizational Chart by Position Hierarchy
- 4.10 **Organization Design** refers to a plan for arranging and coordinating the activities of an organization/department for the purpose of fulfilling its mission and achieving its goals. Organization Design comprise of three major components; Decision Making, Linking Mechanisms and the Organizational Structure.
- 4.11 **Senior Management** consists of the President, Vice Presidents, and General Directors at KSAU-HS.
- 4.12 **Span of Control** referred to as a span of management, means the number of subordinates who report to a single supervisor or manager.

#### 5. POLICY

- 5.1 Each department and/or service area within KSAU-HS must be organized to carry out its principal functions and have organizational charts which demonstrate a clear representation of the unit or structure, to ensure process or functional integration.
- 

- 5.2 The organizational charts shall support professional communication, academic planning and policy development across KSAU-HS.
- 5.3 The organizational/governance structure must exhibit the organizational/departmental strategy, size, technology, environment, and control/authority level.
- 5.4 Each department within KSAU-HS shall focus on designing their organizational chart by using functional parameters that need to be achieved.
- 5.5 The organizational charts shall be designed to clearly depict how the work of different people in the organization is coordinated and integrated, to achieve the organization's common goals and objectives.
- 5.6 Organizational design shall be represented by a chart structure for clarity on the division of position authority and the reporting relationship from one position to another.
- 5.7 Permanent groupings such as committees, task forces and team overlays that cross the boundary of the basic organizational unit shall be considered when developing organizational charts.
- 5.8 Each department's Organizational Chart must be consistent with the KSAU-HS By-laws, Departmental and reporting relationships.
- 5.9 The Organizational Chart shall be revised to represent changes in accordance with addition/deletion of manpower, title changes, creation of new department or changes in reporting relationships. The changes reflected must be supported by approvals from the President, KSAU-HS or authorized Committee.
- 5.10 The respective department heads must ensure the following:
  - 5.10.1 Their Organizational Charts are reviewed **annually or earlier** whenever there is a change in the governance structure.
  - 5.10.2 Every change in the governance structure is reflected on the organizational chart.
  - 5.10.3 Concerned staffs are aware of the pre-requisites for the creation/revision of an organizational chart.
  - 5.10.4 The respective department head shall be responsible for obtaining approvals accordingly from senior management for validating the proposed changes.
- 5.11 The Organization and Governance Advisory Committee (OGAC) shall establish and operate a system for the expeditious review of all organizational charts and related documents.
  - 5.11.1 OGAC has the authority to request additional information regarding submitted requests and the discretion to accordingly verify independently all related information.





- 5.11.2 Upon approval of the committee's minutes of the meeting, a resolution must be made on each case presented to OGAC within four weeks.
- 5.11.3 The final approval for all organizational charts at KSAU-HS shall rest solely with the President.
- 5.12 The Organizational Chart shall be placed in the department's designated location for employee reference and to ensure that employees are updated with the current information and provided access to the departmental structure and the organization as a whole.
- 5.13 The Deanship of Development shall be the custodian of the original organizational charts, maintain copies on file (for reference purposes) and develop a database for all organizational charts of KSAU-HS.

## 6. PROCEDURE:

### 6.1 Procedures Related to Preparation of Organizational Chart

- 6.1.1 The organizational chart shall be prepared by the originating department or initiator in the format specified below:
  - The recommended paper size to be used is A4 (21×29.7 cm.).
  - The organizational chart must be designed in landscape format.
  - The title should be placed on the top right hand side of the drawing to include information such as the University name or facility, campus and date.
  - The job titles/designations are enclosed in boxes and arranged in their proper sequence.
  - The job relationships are linked together through vertical and horizontal lines. A continuous line connecting the supervisor to its subordinates represents the direct vertical authority, and dotted lines represent functional reporting.
- 6.1.2 KSAU-HS shall display several charts representing all functions and/or defining reporting relationships at each program, site/campus, and/or facility as per the following principles:
  - The KSAU-HS organizational chart, which shall compose of senior management and those directly reporting to senior management, shall be prepared by the Development and Quality Management Affairs.
  - The other organizational chart demonstrating those reporting to the Deans, General Directors and/or equivalent positions are specified and defined in the University By-laws, shall be prepared by the originating department.

- Subsequent charts are departmental charts that represent the organizational structure of each department and the staff unit, showing the highest post to which that particular department is responsible.

**6.1.3** The recognized managerial levels for collages/departments are as follows:

**6.1.3.1 Academic:**

- Vice President
- Assistant Vice President
- Dean
- Associate Dean
- Assistant Dean
- Chairperson
- Director

**6.1.3.2 Administrative:**

- General Director
- Director
- Manager
- Supervisor

**6.2 Procedures Related to Department:**

In order to develop an appropriate organizational structure, and prior submission of the proposed organizational chart to DOD, the department shall be responsible for ensuring the following:

**6.2.1** Filling-out the organizational chart request form (Appendix A).

**6.2.2** Design the functional organizational structure based on their mission, vision, goals, objectives and functions that will ensure the seamless integration of critical processes. The functional structure should represent all important functions carried out in the college/department.

**6.2.3** Analyze existing positions in the department and plan the manpower required. Whilst deciding the required number of positions, the following points must be taken into consideration:

- The number of position should be based on workload
- The workload should be balanced by task analysis

**6.2.4** The Department Head shall be responsible for:

- Reviewing their organizational structure periodically to design or re-structure the department if required
- Submitting the proposed Organizational Chart to the Deanship of Development, DQMA, citing changes together with the proposed organizational chart for approval, the functional chart approved by the

department and the last approved Organizational Charts of the department and its sections if existing.

### **6.3 Procedures Related to Deanship of Development, DQMA:**

Once received from a department, the Deanship shall:

- 6.3.1** Review the proposed or revised Organizational Charts to ensure conformity throughout KSAU-HS.
- 6.3.2** Study any changes in an updated organizational chart prior to endorsement to Manpower Information Center
- 6.3.3** Be the custodian of the original Organizational Chart and maintain updated Organizational Charts
- 6.3.4** If there are any issues in the proposed organizational chart, Deanship of Development shall communicate with the requesting department for clarification.
- 6.3.5** The Deanship of Development should forward the revised chart to Manpower Information Center within 10 working days.

### **6.4 Procedures Related to Manpower Information Center**

Upon receipt of the organizational chart from DOD, the Manpower Information Center shall review the request in consideration to the following:

- 6.4.1** The specialization of work activities performed in the department must be grouped into similar kinds of tasks within a job family.
- 6.4.2** Employees with similar skill sets shall be best utilized for multiple functions and by different sections within a department.
- 6.4.3** The positions are placed allowing optimum utilization of manpower, technology and Information Technology.
- 6.4.4** The span of control differs from one department to another, depending upon the department functions and workload.
- 6.4.5** Study the impact of recommended types and levels of additional positions thus ensuring economies of scale are achieved and streamlined, prior to final approval of the appropriate signatories.
- 6.4.6** Manpower Information center shall communicate with DOD, with or without requesting department clarification, regarding any issues in the proposed organizational chart.
- 6.4.7** Manpower Information Center shall forward the finalized organizational chart to DOD for presentation to OGAC.



**6.5 Procedures Related to Organization and Governance Advisory Committee**

- 6.5.1 The Committee Coordinator will prepare and distribute the agenda of the meeting one week before the committee date.
- 6.5.2 During the meeting, the committee shall evaluate each case and recommend appropriate action.
- 6.5.3 The requesting Department Head may be invited by the committee to present or explain the rationale behind his request as estimated by the Committee.
- 6.5.4 Minutes will be prepared by the coordinator indicating the recommendations of the committee, regarding each case presented, then reviewed by the chairman.
- 6.5.5 Once the minutes were approved by the president, KSAU-HS, the chairman of OGAC must take the necessary actions for distribution and archiving.
- 6.5.6 All documents are to be considered confidential.

**6.6 Procedures Related to the Approval of Organizational Chart**

Authorized organizational chart signatures convey formality and facilitate enforcement, and will be based on the following:

- 6.6.1 Prepared by the Department Head (including Dean).
  - 6.6.2 Reviewed by General Director, Administrative and Financial Affairs.
  - 6.6.3 Endorsed by the respective Vice President or General Director or equivalent.
  - 6.6.4 Recommended by the chairman of OGAC.
  - 6.6.5 Approved by the President.
- 6.7 After approval by the President, KSAU-HS, the organizational chart must be accordingly circulated through the proper channels.

**7. RESPONSIBILITY**

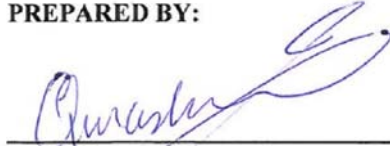
- 6.8 **Department Heads** shall ensure that their respective Organizational Charts are prepared and submitted as per the provisions of this APP.
- 6.9 **Deanship of Development** shall review, in accordance with the provision of this APP, and maintain a file of all approved Organizational Charts, and shall ensure that colleges/departments fulfill their responsibilities when developing Organizational Charts.
- 6.10 **Manpower Information Center:** Shall Study the positions reflected in the chart and identify any new requests.
- 6.11 **Development and Quality Management Affairs** shall monitor compliance to the provisions stipulated herein.





## 8. APPROVALS

### PREPARED BY:



**AMAL ALQURASHI**  
Organizational Analyst  
Deanship of Development, Development & Quality Management Affairs

29 APR 2015

Date



**OLA ALSWAILEM**  
Manager  
Manpower Information Center

29 APR 2015

Date

### REVIEWED BY:



**SAUD AL BAKR**  
General Director  
Administrative and Financial Affairs

29 APR 2015

Date

### RECOMMENDED BY:



**Prof. Mohamed Al Moamary**  
Vice President, Development & Quality Management Affairs  
Chairman, Organizational Governance Advisory Committee (OGAC)

29 APR 2015

Date

### APPROVED BY:



**H.E. Dr. Bandar Al Knawy**  
President, KSAU-HS

27/5/15

Date





## ORGANIZATION CHART FORM

### TO BE FILLED BY THE REQUESTING DEPARTMENT

MEMORANDUM REFERENCE	
DATE OF REQUEST	
REQUESTED ACTION	
<input type="checkbox"/> Create OU	<input type="checkbox"/> Create Sub-OU
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Re-title OU	
<input type="checkbox"/>	

DETAILS			
FROM		TO	
OU NAME & No.		OU NAME & No.	
Department Mission			
Department Objective			
Department Function			
Strategic Plan			
Justification			

### TO BE FILLED BY DEANSHIP OF DEVELOPMENT

FORM No.	
RECOMMENDATION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
COMMENT	

### APPROVED BY

<hr/> Dean, Deanship of Development	<hr/> Vice President, Development and Quality Management Affairs
-------------------------------------	--

## (Appendix 2) Developing organizational chart process

