

**CHANCELLOR'S PROCEDURE for
Policy 602.05 Reorganizations**

Temporary employees cannot be reorganized into a non-temporary position.

Positions which have not been filled through a regular search process are not eligible for reorganization.

In order to request the approval of a reorganization, the President sends a letter of request to the Chancellor with a detailed description of the reorganization. The letter must include a narrative description and justification of the proposed changes as well as the proposed effective date. The President's letter of request shall certify that the reorganization is necessary and appropriate to expand, realign, or otherwise modify the reorganized position for legitimate reasons not related to discriminatory reasons, such as race, gender, or disability. The President's letter shall include a Reorganization of Positions form.

Upon receiving the Chancellor's written approval of the reorganization, the reorganization will be effective without the reorganization being considered as a vacancy for which posting is required.