

Glossary of Terms Used in Allocation Matrix for MSUAASF Positions

Recognizing that each university has adopted its own vocabulary for describing organizational units, we have adopted the following glossary for the purpose of using the allocation guides.

Communicate effectively means that a person is able to convey information to others clearly and accurately, either orally or in writing.

Persuade and negotiate means that a person is able to influence or convince others to believe or do something and conducts business with others through the exchange of proposals and ideas.

Professional - When referring to professional employees, this term includes graduate assistants, interns and any employee in a classification represented by MSUAASF, MAPE, MMA, MNA, MGEC or the IFO, or an exempt employee covered by the Commissioner's Plan.

Resources - For the purposes of the Resource Management factor, this term includes facilities, money (including salary budgets), technology, equipment and supplies, but does not include employees, student workers or volunteers.

Stakeholder - An individual or constituent group with common interests that has internal or external associations to the university (e.g. students, faculty, workgroups, state officials, etc.)

University-wide Policies and Procedures – are those established through an institutionalized consultation approval process that includes executive council or presidential approval.

Definitions of Organizational Layers in Hierarchical Order

University – one of the seven state universities, including all campuses and off-campus sites.

Area – that part of the university that falls under the jurisdiction of a vice president or a dean that reports directly to a president.

Section – a major portion of a vice president's span of control, typically a college (e.g. College of Business), school, or other major management unit such as auxiliary services, enrollment management, etc.

Department – a functional portion of a section or area, such as Financial Aid, Admissions, Residential Life, TRIO, etc. A department may report to the president.

Program - a specific function within a department, providing direct service to clientele: Annual Giving, marketing, publications, ADA, child development center, Learning Center, Greek life.

Generic Organization Chart For The Purpose Of
Illustrating the Hierarchy of Organizational Units As Defined In The
Glossary Used With The MSUAASF Position Allocation Matrix

