

Org Chart Summary/Detail

If the user (department chair or higher) uses the drop-down menu item under My Profile labeled **Org Chart Summary**, they will be taken to their CMS organizational chart summary. See figure 6.

On this level, Department Chairs may add or remove other faculty members to the CMS system. ***Please note that it is the responsibility of the Department Chair to ensure that anyone with access to the system has the appropriate training.***

To **add** a faculty member to a department, the department chair will click on “Add Staff to Role”. They will then type the last name of the staff member. When a choice screen appears, the department chair will choose the appropriate staff member.

To **remove** a faculty member from the department, the department chair will click on “Remove” and the user will lose access privileges to CMS.

Position	Role(s)	Assigned Staff	Action
ACCO - Accounting (PCACC)	FACULTY	[Add Staff to Role]	
		Ammons, Sheila	[Remove]
		Lovick, Cynthia	[Remove]
		Voss, William	[Remove]
		Floyd, David	[Remove]
		Jacobs, Norma	[Remove]
		White, Denise	[Remove]
		Nobles, Tracie	[Remove]
		Peoples, Reed	
		Gebert, Anna-Maria	
	DEPT CHAIR		
	DEPT ASSISTANT		
		Gott, Kathleen	

Figure 6--Result of using the drop down menu for My Profile (Department Chair)