

### Org Chart Summary

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 ]	
		DEPT CHAIR	Peoples, Reed	
		DEPT ASSISTANT	Gebert, Anna-Maria	
		Gott, Kathleen		

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