

# UIS Internal FAQs - UIS Reorganization

## (1) Why is UIS undergoing a reorganization?

The current UIS structure was based on running specific technologies - most of them originally on-premise. A significant portion of UIS has been structured to maintain physical hardware, on-premise servers and systems, and back-end technology. At the same time, the needs of our community are changing, and subsequently, UIS must continue to evolve our technological capabilities. To meet the needs of the Georgetown community today and into the future, we must align our positions and workforce with the technologies, capabilities, and processes that drive the university forward.

UIS must evolve to a new structure that allows for customer centric support that is focused on their experience, not just on maintaining a system or current processes. Teams that lead systems also must work across borders and more collaboratively in order to drive change and reduce stakeholder friction in our system. Finally, UIS must evolve to be able to successfully implement complex projects at a faster pace - and have the skills, abilities and right number of people to run multiple large-scale projects at once to meet rapidly changing university needs. The goal is to help the team work more effectively, reduce silos, and align the organizational structure to meet strategic priorities. Key objectives include:

- Aligning roles and titles with the work being done today
- Clarifying lines of service internally and externally
- Creating new career pathways and future growth opportunities
- Improving efficiency, quality, and accountability

## (2) Is this reorganization being done to save money and reduce positions?

No. The reorganization planning started over a year ago, prior to the university's cost-mitigation measures and is not designed to reduce headcount. At the completion of the reorganization, there will be more positions in UIS than before. These changes are about clarifying and strengthening roles, not reducing positions. The reorganization is intended to provide the right structure and right talent to serve our community and their needs.

## (3) Is UIS's budget expanding to accommodate new positions and people?

No. The intention of this reorganization is to be cost neutral while providing the structure and roles required to serve the needs of our community.

## (4) What are the categories or groups of affected employees?

Every position in UIS falls into one of these categories, with a majority of UIS positions falling into the first two groups:

- **No Changes to Position:** Employees with no changes to their current role or position description will receive confirmation of this status via email.
- **Updated Positions:** Some team members will receive emails informing them of title, reporting, or position description changes that do not exceed 50% of their current position descriptions. These team members will remain in their current positions and these changes will take effect between today and June 1, 2026.
- **Repurposed Positions:** Some team members will have duties and strategic requirement changes to their Position Descriptions. When the duties of a position change by over 50%, this is considered a new position under our HR processes which necessitates a search. These team members will remain in their current positions until June 1, 2026 and are encouraged to apply for new positions which will be posted on February 10, 2026 to the [careers.georgetown.edu](https://careers.georgetown.edu) website.

## (5) If my position falls in the Updated Position category, what is the timeline for these changes?

Some positions will have an effective date of February 10 and some will be June 1. AVPs will schedule meetings with affected team members after February 10th to discuss the transition and answer any additional questions.

**(6) Why am I being put on probation if my job is in the Updated category and being reclassified? Will this affect my merit eligibility?**

Per [HR Policy 204](#), employees who are newly hired, reemployed, promoted, demoted, or laterally transferred will serve a probationary period. As stated in the policy, non-exempt positions have a three month probationary period and exempt positions have a six month probationary period.

Employees who successfully complete their probationary period will be eligible for merit if the merit program has been approved by university leadership, retroactive to July 1, 2026.

**(7) Do I still have to do a self assessment as part of the performance review process?**

Self assessment and the performance reviews are tools to track accomplishments and growth over time. Employees who fall under the No Change to Position category will need to fully participate in the performance review process, which starts with the self assessment.

Any UIS employee who falls into the Updated or Repurposed Position categories who wants to complete a self assessment for the review period of the March 1, 2025 - February 28, 2026 cycle is welcome and encouraged to do so, but self assessments are not required at this time. Completed self assessments will be added to an employee's file in GMS.

Updated positions will receive a performance review from their managers to complete probation. More information about the performance review process will be forthcoming from UIS leadership.

**(8) Does being part of the "Repurposed Position" group mean I am being fired?**

Because work within UIS has changed significantly for some positions (over 50% change in duties), some positions are being repurposed and posted as new positions. As outlined in the letters given to these employees, they will remain in their current positions reporting to their current supervisors until June 1, 2026. Current UIS employees whose positions have been repurposed are encouraged to apply for new positions which will be posted on February 10, 2026 to the [careers.georgetown.edu](https://careers.georgetown.edu) website. If a team member whose old position is repurposed is not hired into one of the new roles, [HR Policy 304](#) will apply.

**(9) Why can't my current role just be "mapped" into a new one instead of making me apply?**

The new positions have substantially different duties which resulted in a change of greater than 50% from an existing role. Per HR processes, these positions are considered new positions which necessitates a search.

**(10) I've been here for over a decade and I've always done a good job. Why am I being forced to interview for a position to remain with UIS?**

We truly value your dedication and the contributions you have given Georgetown. This process is not a reflection of your past performance but rather a response to how much our technical landscape has shifted. This restructure ensures that as the University evolves, we have the right roles for success for the next ten years and beyond.

**(11) What is the timeline for the application process for posted positions?**

All new positions are scheduled for posting on February 10th. As outlined in the letters to affected team members, the last date of employees serving in repurposed positions is June 1, 2026, with the posted positions having a corresponding start date of June 1st.

**(12) How will searches be conducted for the new positions? Who will serve on search committees and who will be the hiring managers?**

UIS is working with our partners in Human Resources and our campus stakeholders to provide the right structures to facilitate the searches which will be occurring simultaneously over the next 90 days. We acknowledge this will take a significant amount of work and coordination across UIS. We will provide more information about these processes in the coming weeks.

**(13) What training/support is available?**

UIS team members will be supported throughout this transition. The UHR Talent and Acquisition team has prepared a [Georgetown University Employment Transition Resource Guide](#) and will provide: resume writing workshops, interview preparation, and guidance on navigating the application process.

**(14) What does "internal preference" or "priority consideration" actually mean?**

If current UIS team members meet position qualifications, they will be given an interview for up to three posted positions. If through the interview and evaluation process an internal candidate and an external candidate are considered equal, preference will be given to the internal staff member. This is an extension of our current practice.

**(15) If I apply to five UIS positions, how will it be determined which UIS positions I get interviews for?**

Team members are welcome to apply for as many positions as they are interested in. If a team member applies for more than three UIS positions, a representative from HR will work with the applicant and UIS to determine if the applicant meets the qualifications for the desired roles. If an applicant is qualified for multiple positions, the HR representative will work with the applicant to determine their preferred three positions to pursue in the interview process.

**(16) What happens if my job was repurposed and I haven't secured a new role by the June 1st deadline?**

If a current team member has not secured another position within UIS or at the university, their last day of employment will be June 1, 2026. They will receive severance pay as provided for in [HR Policy 304](#). The university is offering resume workshops and interview prep sessions to help employees prepare for all opportunities.

**(17) What happens to my legacy accrued PTO balance if I depart the university on June 1, 2026?**

Accrued leave will be handled in accordance with [HR Policy 602](#). Any requests for PTO during this transition will still follow departmental policy: PTO requests over 10 days will be routed through your AVP to the UIS senior leadership team for consideration and approval.

**(18) How long will I have access to my Benefits if my position is eliminated?**

If your position is eliminated as of June 1, 2026, your health benefits will remain available to you through June 30, 2026. Information on extending benefits through [COBRA can be found here](#).

**(19) How will UIS maintain daily operations through this change while minimizing stress on staff who are applying for jobs and on team members who are supporting the recruitment process?**

We fully acknowledge the challenge that this is having on individuals and teams. UIS plays a critical role in the day-to-day operations of the university year round. There is no ideal time for a reorg. This spring UIS leadership will be working with managers and AVPs to hear concerns and will help with prioritizing essential work and projects.

**(20) Is this reorganization a way to eliminate hybrid or remote work?**

No. Only specific teams which have direct customer facing support will be required to have more in-person support (ex: in classroom and conference rooms) than they currently practice. There are no plans to eliminate all hybrid or remote work within UIS.

(21) **I have additional questions that are not addressed here. Who should I contact?**

Please reach out to your HR Business Partner, who can answer your questions or connect you with other HR professionals as needed. Below is a chart of HR Business Partners that are working with each UIS AVP:

| UIS AVP       | HR Business Partner | HR Business Partner Email |
|---------------|---------------------|---------------------------|
| Scott Allen   |                     |                           |
| Jackie Banks  |                     |                           |
| Micah Czigan  |                     |                           |
| Jake Landis   |                     |                           |
| Paromita Ray  |                     |                           |
| Richard Smyth |                     |                           |