Major Change Request

UQ Organisational Database

Email completed form to: uqorg@uq.edu.au

Description	A major change is any change made to a new or existing organisation unit that changes its position in the University's Organisational Structure. It also includes changes to the Org unit's title.
	These are categorised as:
	- changes to Org unit title
	- the establishment of a new Org unit
	- changes to the structure for existing org units
	- the disestablishment (removal) of an Org unit from the UQ Org database
Approval authority	Approval Authority - (See Delegations of Authority Document)
Unit Name	
Alias *(if applicable)*	

1.0	Changes	
1.1	**Type of Changes** *(select all that apply)*	
*Complete sections: **1.0, 2.0, 3.0, 4.0***	☐ Establish new Org Unit	
*Complete sections: **1.0, 2.0, 3.0, 4.0***	☐ Change Existing Org Unit	
*Complete sections: **1.0, 2.0, 5.0***	☐ Disestablishment of existing Org Unit	
1.2	**Description of Changes**	
1.3	**Date Effective**	

2.0	Approval		
2.1	**Approving Authority**	**Name:**	
		Position:	
2.2	**Date of Approval**		

3.0	Organisational Unit Relationships	
3.1	**Unit Name** *(if name change)*	
3.2	**Unit Type** *(if new unit)*	
3.3	**Parent Unit/s**	

4.0	Contact details (if required)	
4.1	**Unit Leader Position Title**	
4.2	**Unit Leader/s**	
4.3	**Unit Leader/s URL** *(Unit Leader's profile page)*	
4.4	**Unit URL** *(Unit's homepage)*	
4.5	**Unit email** *(preferably generic address)*	
4.6	**Unit Contact Numbers**	
4.7	**Unit fax**	
4.8	**Main Office / Addresses**	

5.0	Disestablishment of Organisational Unit	
5.1	**Unit Name for transfer of Staff** *(if required)*	