Description of general terms

Approval Date

The date approval was given for the establishment, disestablishment and/or other changes to the organisational structure of The University of Queensland.

Alias

An alias identifies an alternative name for a unit. A unit is listed under its official name however an alias may also be listed to provide an additional point of access to the unit for people who may know it under a different name or acronym.

Effective Date: Establishment

A specific date provided by the Approving Authority for the commencement of the activities of a unit. An Effective Date may be sometime in the future.

Effective Date: Disestablishment

A specific date provided by the Approving Authority for the conclusion of the activities of a unit.

When requesting the disestablishment of an organisational unit in UQORG, consideration must be given to an appropriate timeframe for its implementation in downstream University systems. System administrators must be consulted prior to requesting disestablishment of a unit.

A period of at least two weeks from the date of the request to the nominated Effective Date for disestablishment is recommended.

If it is anticipated that staff attached to the unit cannot be transferred prior to the Effective Date, a temporary reporting structure in Aurion must be recommended to Human Resources Division.

It is not necessary to request disestablishment of an organisational unit for the primary purpose of transferring staff.

Feedback Mechanism

To report incorrect information on a gateway page, users are encouraged to use the “Feedback” button feedback@uq.edu.au on the bottom of the page. A message-tracking system records the message and resolution of the feedback request.
**Gateway page**

The Gateway Page is a public record of authoritative data in UQORG for approved University of Queensland organisational units. A link to each unit’s Gateway Page is mapped to *Organisational Units* on the UQ Website.

When executing a search for a unit, the result will provide a primary link to the Gateway Page and a secondary link to the unit’s Homepage.

In addition to displaying the approved hierarchical relationships of a unit, the gateway page facilitates access to data on units within its reporting structure, the unit leader’s profile and the unit’s Homepage. It provides location details which link to the Maps Database, and contact information for the unit.

**Generic Email**

To ensure continuity of data displayed on a unit’s Gateway Page, a generic email address rather than a person specific email address is required.

**Homepage**

The Unit Name displayed on the Unit’s Homepage must reflect the approved Unit Name displayed on the Unit’s Gateway Page.

**Parent Unit/s**

UQORG has multiple parent structures and it is common for a unit to report to different parent units for different purposes. The Parent Unit displayed on the unit’s Gateway Page is the Official Parent, designated as having responsibility for the unit.

UQORG is displayed as a Tree Structure. The system is based on a hierarchical structure of parent-child relationships, defined by the Parent Unit.

**System Administrator**

UQORG allows for multiple users, each of whom may have differing access to various parts of the system.
System Identifier

A unique identifier generated by each University system, such as a character or number, which maps to a UNIT ID. Multiple University systems can map to the same UNIT ID.

UNIT ID

A UNIT ID is a unique reference number generated by UQORG for each reportable entity in the University’s organisational structure. A UNIT ID cannot be reused or deleted.

Unit Leader

Each unit is accountable, through an appointed leader, to an officer of the University designated as having responsibility for it.

Each Unit Leader role in Aurion must be allocated a definitive position number for the substantive Unit Leader role e.g., Director, Sustainable Minerals Institute. Each new incumbent to the Unit Leader role must be assigned to this position number to ensure correct reporting in University systems and automatic display of the Unit Leader name on the UQ website.

Once position-driven roles have been assigned, maintenance is via a nightly Aurion feed to UQORG.

Unit Name

Naming Protocol for Unit Name

A Unit Name should clearly identify the function of the Unit.

A Unit Name which identifies a designated position e.g. Executive Dean, must include the prefix Office of e.g. Office of Executive Dean, Science.

A Unit Name cannot include an ampersand. The Unit Name must be approved in its entirety e.g., Property and Facilities Division.

The management process for some University systems cannot support the use of a slash in a Unit Name e.g., Architecture/Music Library. If a suitable separator is required, a hyphen may be used e.g., Architecture-Music Library.
**Unit Type**

Each unit is allocated an organisational Unit Type by the designated Approving Authority. Unit types are identified in *Reporting and Approval of Organisational Units*.

**Unit URL**

A URL is the pointer to the unit’s home page on the UQ Website. The URL should be concise and reflect the Unit Name e.g., the URL for Academic Services Division is [http://www.uq.edu.au/asd/](http://www.uq.edu.au/asd/)