Terms used in UQORG change request forms

**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.

**Alias**

While a unit is listed under its official name, 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 e.g. the Institute for Molecular Bioscience is also known as the ‘IMB’.

**Unit Type**

Each unit is allocated an organisational Unit Type in accordance with the nature of activities undertaken by the unit. Unit Type is allocated by the Approving Authority. See *Organisational Unit Types, Reporting Lines and Approving Authorities* to identify appropriate Unit Type for unit.

**Approving Authority**

The Approving Authority is a body, e.g. Senate, or the head of the Parent Unit (usually the Designated Officer). See *Organisational Unit Types, Reporting Lines and Approving Authorities* to identify correct Approving Authority for unit.

**Approval Date**

The date that the Approving Authority granted approval for the establishment or disestablishment of a unit, other changes to a current unit, or other changes to the organisational structure of the University.

**Effective Date: Establishment or Change**

A specific date provided by the Approving Authority for commencement of activities of a new unit or the date that changes to activities of a current unit are to take effect. 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.

A request for disestablishment of a unit should be made **at least two weeks prior** to the nominated Effective Date for disestablishment, in order to provide sufficient time for necessary processes to be completed by UQORG system administrators before disestablishment takes effect.

**Unit Name for transfer of staff (if required)**

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 Services.

**Parent Unit/s**

The Parent Unit displayed on the unit’s Gateway Page is the Official Parent, designated as having responsibility for the unit. The unit therefore reports to the Parent Unit.

**Unit Leader Position Title**

The position title for the head of the unit e.g. Director, Manager, Head, Executive Dean.

**Unit Leader/s**

The name of the person/s in the position of Unit Leader (the incumbent).

**Unit Leader/s URL**

The URL for the Unit Leader’s profile page (not mandatory).

**Unit URL (Unit’s homepage)**

The URL for 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/>

**Unit 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.

**Unit telephone**

The telephone number to be used for enquiries to the unit.

**Unit fax**

The fax number to be used for enquiries to the unit.

**Main Office**

The room number, building level and building name for the main office of the unit.

**Other facilities**

Building/s other than the main office building, where the unit has facilities.

**Affiliated organisations**

Entities (usually external to the University) with which the unit is associated or affiliated. Mainly relevant for centres.