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| UQlogoC_colour_M_dos copy | **REQUEST TO IMPLEMENT CHANGES TO ORGANISATIONAL DATA IN UQORG** Email completed form to: uqorg@uq.edu.au |

ORGANISATIONAL UNIT – Request to Disestablish

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| [Unit Name](#UnitName" \o "The Unit's full formal name as it currently appears on UQ website.) |  |
| [Approving Authority](#ApprovingAuthority" \o "The Approving Authority is a body, eg. 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.)  | Name:Position:[Request form must be accompanied by an approval document signed by the Approving Authority.] |
| [Approval Date](#ApprovalDate" \o "The date that the Approving Authority granted approval for disestablishment of the unit.) |  |
| [Effective Date](%5C%5C%5C%5Cnas02.storage.uq.edu.au%5C%5CCA%5C%5CAcademic%20Administration%5C%5CGovernance%5C%5CLegislation%20and%20Policy%5C%5CUQORG%20Procedures%20and%20Business%20Processes%5C%5CUQORG%20Business%20Processes%5C%5CInformation%20for%20Completion%20of%20Forms%5C%5CDescription%20of%20general%20terms_DRAFT_v0.4.docx%22%20%5Co%20%22Specific%20date%20provided%20by%20Approving%20Authority%20for%20conclusion%20of%20unit%27s%20activities.%20Request%20for%20disestablishment%20should%20be%20made%20at%20least%20two%20weeks%20prior%20to%20Effective%20Date%20in%20order%20to%20provide%20sufficient%20time%20for%20completion%20of%20necessary%20UQORG%20processes.) |  |
| [Unit Name for transfer of staff (if required)](#UnitNamefortransfer" \o "Name of unit/s to which any current staff will be transferred. If it is anticipated that staff attached to unit cannot be transferred prior to Effective Date, a temporary reporting structure in Aurion must be recommended to Human Resources Services.) |  |