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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](mailto:uqorg@uq.edu.au) |

organisational unit – Request to Establish or Change

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| [Unit Name](#UnitName" \o "A Unit Name should clearly identify the function of the unit. A Unit Name which identifies a designated position eg. Executive Dean, must include the prefix 'Office of', eg. Office of Executive Dean, Science.) |  |
| If change of name requested, indicate current name |  |
| [Alias](#Alias" \o "While a unit is listed under its official name, an alias may also be listed to provide additional point of access for people who may know it under a different name or acronym eg. Institute for Molecular Bioscience is also known as the 'IMB'.) (if applicable) |  |
| [Unit Type](#UnitType" \o "Units are allocated an organisational Unit Type in accordance with the nature of its activities, and is allocated by the Approving Authority. To identify appropriate Type, see 'Organisational Unit Types, Reporting Lines and Approving Authorities' (Linked)) |  |
| [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 for establishment of a Unit or for changes to an existing Unit as identified in Sections 1, 2, 3, 4, 8, 9, 10 or 18, 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 establishment of the new unit or changes to the current unit.) |  |
| [Effective Date](#EffectiveDate" \o "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.) |  |
| [Official Parent Unit/s](#ParentUnit" \o "The Parent Unit is the Official Parent, designated as having responsibility for the unit. The unit therefore reports to the Parent Unit.) |  |
| [Unit Leader Position Title](#UnitLeaderPositionTitle" \o "The position title for the head of the unit eg. Director, Manager, Head, Executive Dean.) |  |
| [Unit Leader/s](#UnitLeader" \o "The name of the person/s in the position of Unit Leader (the incumbent).) |  |
| [Unit Leader/s URL](#UnitLeaderURL" \o "The URL for the Unit Leader's profile page (not mandatory).) (Unit Leader’s profile page, if applicable) |  |
| [Unit URL](#UnitURL" \o "The URL for the unit's homepage on the UQ Website. The URL should be concise and reflect the Unit Name eg. the URL for Academic Services Division is http://www.uq.edu.au/asd/) (Unit’s homepage) |  |
| [Unit email](#UnitEmail" \o "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.) (preferably generic address) |  |
| [Unit telephone](#UnitTelephone" \o "The telephone number to be used for enquiries to the unit.) |  |
| [Unit fax](#UnitFax" \o "The fax number to be used for enquiries to the unit.) |  |
| [Main Office](#MainOffice" \o "The room number, building level and building name for the main office of the unit.) |  |
| [Other facilities](#OtherFacilities" \o "Building/s other than the main office building, where the unit has facilities.) |  |
| [Affiliated Organisations](#AffiliatedOrganisations" \o "Entities (usually external to the University) with which the unit is associated or affiliated. Mainly relevant for centres.) |  |