

UON Organisational Unit Change Request Form

Date of Application (dd/mm/yyyy)

Purpose of application:

- Change of Organisational unit name
- Realignment of unit in Organisational structure
- Removal of unit from Organisational structure
- Creation of new Organisational unit

Reason for change request:

(If removing an Organisational unit,
please advise where attributed staff will
be reallocated)

**Will a split or amalgamation of
Organisational units occur in this
change?**

Yes - please provide more information below

No

Split/Aggregation details:

**Where will staff be placed within the
Organisational unit change/creation?**

Current name of Faculty/School/
Division/Unit/Sub Unit:

Proposed change of name for Faculty/
School/Division/Unit/Sub Unit:

**Preferred abbreviation for Faculty/
School/Division/Unit/Sub Unit:**
(Limit 10 characters E.g. FBUSL, NLS)

* Note: Where possible, preferred abbreviations
will be adopted but where duplications or
inconsistencies occur, the abbreviation will be
modified in consultation with requester.

Date change to take effect:
(dd/mm/yyyy)

Signature of PVC or DVC:

Name of PVC or DVC:

Date:

Please email completed form and supporting documentation to Joel.Palmer@newcastle.edu.au for processing.

Please refer to the following pages for detailed information about the change procedure.

Strategy, Planning and Performance Use Only

Change request:	Approved	If applicable, reason change request not approved
	Not approved	

Vice-Chancellor Signature:

Date:

Last updated 17/08/2015

Organisational Unit Names and Codes: Change Procedure

NOTE: Requests to change the structural relationships of organisational units must be submitted by 1 November and may only become effective on 1 January the following year. Requests to change organisational unit name only may be submitted and processed at any time.

1. Email the request to the Director Strategy, Planning and Performance (Collection Coordinator for Department of Education submissions). All relevant documentation to support the case must be provided.
2. The Director Strategy, Planning and Performance will forward the request to the Vice-Chancellor for formal approval.
3. Once the request has been approved by the Vice-Chancellor, notification will be sent to Human Resource Services to set up the new organisational unit or to implement the name change. The Director Strategy, Planning and Performance will communicate the approval outcome to the request initiator, noting that activities associated with the change (e.g. web updates, notifying stakeholders) should not progress until all University systems have been updated. See point 8 below.
4. Human Resource Services will update the Alesco HR system to reflect the new organisational unit details and clevel codes. These will be updated in the University Staff Directory after the required system interfaces are complete.
5. Human Resource Services will liaise with Financial Services, NUSTAR and others as appropriate to update the Organisational Unit Schedule with cross referenced Financial Services Organisational Unit codes and Academic Organisational Unit codes.
6. Human Resource Services will distribute schedule of changes to Financial Services, NUSTAR, Research Services, Strategy, Planning and Performance and Organisational Development. Human Resource Services will provide Organisational Unit Code document for publication on the University website.
7. Human Resource Services will advise the Head of Unit that the changes have been implemented.
8. Once changes have been implemented, the organisational unit may proceed to arrange associated amendments, such as those outlined in the checklist below, with an effective date of 1 January for changes to structural relationships.

If you have any enquiries regarding this procedure, please contact Anne.Young@newcastle.edu.au

Organisational Unit Name Change Checklist

Please do not implement the changes below until the effective date of the name change approval.

This checklist is a guideline to assist in finalising the approved organisational name change.

- Update email signatures
- Advise associated Organisational Units of the name change
- Communicate name change to other stakeholders
- Amend ongoing operational documents
- Update web pages
- Notify the mail room
- Arrange changes to directional signage
- Update stationery and promotional materials
- Update business cards