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|  | **Leadership Team Approval Request For:**  **Change to Organisation Unit Name**  or  **Creation of New Organisation Unit**  or  **Deactivation of Current Organisation Unit** |

Refer to the **last page of this form for a flowchart explaining the process** to be followed for getting this form, and your request, approved.

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| **To:** |  | | **Date:** | | |  | |
| **From:** |  | | **Position:** | | |  | |
| **Unit Name Proposed:** |  | | **Change Type** (merge, new, change name, other)**:** | | |  | |
| **Organisation Unit Type** (Dept, Key Centre, Campus, Location, Other) |  | |  | | |  | |
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| Approval is requested for the following creation or change of organisational unit name or details | | | | | | | |
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|  | | **Old Details** | | | **New Details** | | |
| **Name:** | |  | | |  | | |
| **Subtitle or Sub-brand** (if applicable): | |  | | |  | | |
| **Maori Name** (if applicable): | |  | | |  | | |
| **Acronym** (max 6 chars): | |  | | |  | | |
| **Signage abbreviation** (max 33 chars): | |  | | |  | | |
| **Budget Code:** | |  | | |  | | |
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| The PeopleSoft code included in the Academic Org Table (Formal, Description, Short and Academic Org) will be allocated by the Academic Service Centre in line with the approved Unitec conventions. | | | | | | | |
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| **Effective Date** (from which the change should be applied – Note: course changes much match the start of semester)**:** | | | |  | | | |
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| **Change initially requested at meeting of:** | |  | | **Date of Meeting:** | | |  |
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| **Reasons and Justifications** (or attach letter) |  |
| **Potential clashes with other Organisation Units?** |  |
| **Other consequences arising from change?** (eg new subjects, change of staff costs) |  |
| **Items which may become obsolete as a result of this change?** (eg old org units, old subject names) |  |
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| **Feedback on implications of change – please circulate to the people listed below** | | | |
| The people listed below must examine the proposed change for impact on their area, including clashes with any existing organisation unit. Please send a copy of this completed form to them via email, providing them 5 working days to respond with feedback. | | | |
| **Date circulated for initial feedback:** |  | **Date for initial feedback:** |  |
|  | | | |
| **Area to be consulted** | **Items to be checked** | **Recommendation on proposed change** | |
| **Exec Dean, Academic Development** | Academic implications |  | |
| **Institutional Research, PIRO**  -Senior Research Analyst | Implications for institutional research, EFTS reporting |  | |
| **Academic Systems**  -Academic Service Centre Manager | Acad org databases, Acad policies |  | |
| **Pae Arahi** | Te Reo |  | |
| **PA to Chief Operating Officer** | Org policies, procedures and forms |  | |
| **Facilities Management**  -Director, Facilities Management | Aperture, signage, wayfinding, helpdesk, timetables |  | |
| **Information Management Services**  -Customer Care Manager | PeopleSoft requirements |  | |
| **Finance**  -General Manager Finance | PS Finance, budgeting, cost centre changes, delegations |  | |
| **Student Services & Admin**  -General Manager Benefits Realisation: Student Services | Student Services - Studylink requirements |  | |
|  | Student Admin -PeopleSoft requirements |  | |
|  | Student Registry -ID Cards, graduation, cashier, transcripts, s/course enrolments |  | |
|  | Course Information -Course Info, phones |  | |
| **HR/Payroll**  -Manager HR | PS HR and Payroll, Org Charts |  | |
| **Marketing**  **-**General Manager Marketing | Print and web publications |  | |
| **Communications**  **-**General Manager Governance and External Relations | Print and web publications |  | |
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| **Following Executive Leadership Team Approval:** | | | |
| The **PA to the Chief Operating Officer** will complete the following details to record the approval of the application and will ask the people listed above to make the necessary changes to their systems. | | | |
|  | | | |
| **Executive Leadership Team Approval:** |  | **Date:** |  |
| **Offices advised to make changes:** |  | | |

