

Management Organisational Structure Change Request Form



Please complete all sections and obtain all relevant authorising signatures before submitting. Missing or incomplete information will delay the implementation of change requests.

Please forward completed form to Planning & Analytics via orgstructure@adelaide.edu.au or Level 3, Helen Mayo North. For questions or advice please call 8313 6478.

1. Overview of Change Request

Please provide a brief overview of the change, including rationale and description of the objectives.

2. HR Advisory

Please liaise with your relevant HR Advisor to determine if there are any people impacts.

Does the change impact staff? Yes (sign-off required below) No (proceed to Section 3)

Manager, HR Partnering and Advisory sign-off:

Name:

Signature:

Date:

3. Structure of Change Request

Indicate the Before/After structure following the published 3-tier Management Organisational Structure at <https://www.adelaide.edu.au/planning/management-organisational-structure>. A separate sheet can be attached if additional space is required.

BEFORE

Level 1 (Faculty / Division)

Level 2 (School / Branch)

Level 3 (Local Unit)

AFTER

Level 1 (Faculty / Division)

Level 2 (School / Branch)

Level 3 (Local Unit)

4. Nomenclature

For consistency, Planning & Analytics sets MOS nomenclature (including the 50, 30 and 10 character variations which appear across reporting) according to University business rules. If any formal requirements exist, for example if a specific acronym/initialism is required for an impacted business unit, please advise.

Specific nomenclature required? Yes (details below) No (proceed to Section 5)

5. Effective Date of Change Request

The MOS is updated each year on 1 January. Coordinating changes in the various information systems (PeopleSoft Student, Finance, HR, ResearchMaster etc) is a complex process and even minor changes can require a significant amount of preparatory planning. Additionally, system and resource restrictions place limitations on when changes can be undertaken. Therefore a **minimum of 3 months notice is required.**

Only in exceptional circumstances will changes be implemented outside the 1 January effective date. If you consider this to apply to your particular request please provide supporting argument below:

Desired Effective Date **Rationale for desired implementation date**
(if not 1 January)

6. System Impacts and Considerations

A. Human Resources

Does the change affect staff locations, positions etc? Y N
Consult with Human Resources for advice.
A complete list of staff to be moved to new or changed structures with details of correct account codes will be required by HR at implementation time.

B. Student Administration

Does the change affect program ownership, teaching load, or course ownership? Y N
Consult with Student Administration for advice.
Identification of the impacted programs and courses will be required at implementation time.

C. HDR Students / Research Systems (ResearchMaster, ORBIT)

Does the change affect research students or supervisor/s organisation units? Y N
Consult with Adelaide Graduate Research School and Research Systems for advice.
Details of affected students & supervisors will be required at implementation time.

D. Finance

Does the change affect Faculty/School/Local Unit budgets? Y N
Consult with Faculty/Division Finance Manager for advice.

E. Telecommunications

Does the change affect telephone extensions and/or require directory updates? Y N
Consult with ITDS (extensions) and AskAdelaide (directory) for advice.

F. Marketing/Communications and Website

Does the change need to be reflected on the University's website or publications? Y N
Consult with Marketing for advice.

7. Change Request Contact

Contact person with appropriate delegations and knowledge to authorise the required management information system change(s) and liaise with Planning & Analytics during the implementation of the change request.

Name:

Signature:

Title:

Date:

8. Change Request Authorisation

Change Requests can only be authorised by Executive Deans, Deputy Vice-Chancellors or the Chief Operating Officer.

I certify the above information is correct and approved:

Name:

Signature:

Title:

Date: