

**Missouri University of Science and Technology**  
**Request for Change to Organization Tree**

Contact Person (Name & Phone):

Requested Effective Date (Month/Year):

Reason(s) for requested change(s):

CREATE NODE

1) Node Description (30 characters max, including spaces):

2) Proposed Node Name (optional):

3) Administrative Head for this node (name & title):

4) Node Name/Description the new node will report to:

5) New node to have Faculty/Staff? Yes No

6) Existing faculty/staff to move to new node? Yes No

If Yes, List Names & Position Numbers (including vacant positions):

7) New node to have DeptIDs? Yes No

8) Existing DeptIDs to move to new node? Yes No

If Yes, List DeptIDs:

9) New node to have courses, degrees or students? Yes No

10) Existing courses, degrees or students to move to new node? Yes No

If Yes, List Courses, Degrees, or Students:

11) New academic discipline code needed? Yes No

12) New node to be a tenure home? Yes No

#### MOVE NODE

1) Node Name/Description to move:

2) Node Name/Description the moved node will report to:

3) Existing faculty/staff moved with node? Yes No

If Yes, List Names & Position Numbers (including vacant positions):

4) Existing DeptIDs moved with node? Yes No

If Yes, List DeptIDs

5) Existing courses, degrees or students moved with node? Yes No

If Yes, List Courses, Degrees, or Students:

6) Is Department a tenure home? Yes No

If Yes, does this move affect anyone's tenure home Yes No

INACTIVATE/DELETE NODE

1) Node Name/Description to inactivate:

2) Node/Description the inactivated node reports to:

3) Does node have Faculty/ Staff? Yes No

If Yes, List Names & Position Numbers (including vacant positions):

4) Does node have DeptIDs? Yes No

If Yes, List DeptIDs:

5) Does node have courses, degrees or students? Yes No

If Yes, List Courses, Degrees and Students:

6) Is Department a tenure home? Yes No

7) If yes, does this change affect anyone's tenure home? Yes No

CHANGE NODE DESCRIPTION (30 characters max, including spaces)

Node Name:

Current Description:

Requested Description:

Requested by:

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Signature

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Date

Authorized by:

Vice Chancellor or Provost (required):

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Signature

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Date

## Instructions

### General

This form initiates the change process, but given the complexity of the tree process, the review group may need to contact you for further information in order to complete their review.

### Contact Person

Usually, this is the division fiscal officer.

### Requested Effective Date

Changes to trees are made using effective dating. Each tree is effective dated the first of the month in which it is created.

If you have a need for an effective date in a later month, indicate the date here and the reason under Reason(s) for Requested Change(s).

### Reason(s) for Requested Change(s)

Give as much information as possible about why the change is occurring and how it will impact the organization structure.

### Node Description

Given the 30-character limit, the description should be as clear as possible.

In the HR and Student systems, nodes cannot be deleted, they can only be inactivated. To indicate a node has been inactivated, ZZ will be added as the first two characters in the node description, for example:

Node name before inactivation - Accounting Services

Node name after inactivation - ZZ Accounting Services

### Proposed Node name

New node names must start with R. While node names are generally all alpha characters, numbers or the special character "&" are allowed. The node name must conform to the following number of characters:

Level 3 (Executive) - 4

Level 4 (College/School/Division) - 5

Level 5 (Department) - 8

Level 6 (Sub-Department) - 10

When nodes change levels, they retain the same node name, although the description may change.

### Administrative Head

This is the person with direct, immediate administrative responsibility for the department or sub-department. For a department, this would normally be a director or department chair. For a sub-department, this normally would be someone reporting to a director or department chair. This information is used to ensure the node is created at the correct level and reports to the correct node on the existing tree. Explain any unusual reporting relationships under reason for change.

Designees: