Organisational Structure Policy

Section 1 - Purpose and Scope

(1) This Policy provides a framework for the optimal management of The University of Queensland's (UQ or the University) formal organisational structure.

(2) This Policy defines the supervisory organisational units that staff are appointed into, and their reporting relationships.

(3) The University may also establish temporary non-supervisory units for specific purposes.

Section 2 - Principles and Key Requirements

Guiding Principles

(4) UQ will adopt a consistent and planned approach to its organisational structure.

(5) The organisational structure hierarchy will be appropriate for business management, facilitating system alignment to enable efficient service provision and reporting.

(6) UQ will ensure proposals for change to the organisational structure are transparent and in accordance with the Enterprise Agreement.

(7) UQ will establish procedures to ensure relevant Academic supervisory units are reviewed in accordance with institutional quality assurance processes.

Organisational Structure

(8) UQ's organisational structure is partitioned into Central Administrative supervisory units, and Academic supervisory units.

(9) Central Administrative supervisory units comprise the core administrative structures within UQ and organisational units that are positioned under the Senior Executive portfolios that report to the Vice-Chancellor.

(10) Academic supervisory units comprise the core academic structure within UQ and are typically positioned under the Provost.

(11) All organisational unit types approved by Senate and the Vice-Chancellor are recorded in the Organisational Unit Types, Reporting Lines and Approving Authorities table.

Section 3 - Roles, Responsibilities and

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Accountabilities

Senate

(12) Senate is the University's governing body and accountable for the effective and efficient governance of the University. Senate has the power to and is responsible for establishing, re-naming and disestablishing faculties and university-level institutes.

Vice-Chancellor and President

(13) The Vice-Chancellor and President is responsible for the optimal management of UQ's formal organisational structure.

(14) Subject to clause 12, the Vice-Chancellor and President has the power to and is responsible for making changes to UQ's organisational structure. The Vice-Chancellor and President may sub-delegate that power.

(15) The Vice-Chancellor and President is responsible for informing the Senate of material changes made to the organisational structure of faculties, schools and university- and faculty-level institutes within a reasonable time.

(16) The Vice-Chancellor and President may make recommendations to Senate with respect to establishing, re-naming and disestablishing faculties and university-level institutes.

Section 4 - Recording and Reporting

(17) The University's organisational structure is presented in an organisational chart approved by the Vice-Chancellor.

(18) The University's organisational structure is recorded in UQ's Organisational Database.

(19) The Organisational Database facilitates the sharing, management and reporting of organisational data in UQ systems. For information on how to process changes in the UQ Organisational Database refer to the UQ Organisational Database website.

(20) All approved supervisory and non-supervisory organisational unit types are recorded in the Organisational Unit Types, Reporting Lines and Approving Authorities table.

Section 5 - Monitoring, Review and Assurance

(21) The Chief Operating Officer portfolio is responsible for the ongoing maintenance and accuracy of the University's Organisational Database.

(22) UQ's schools, university- and faculty-level institutes, and centres will be subject to regular review as part of the broader framework of UQ's quality assurance processes.[1]

(23) Reviews of faculties, central administrative units and other supervisory organisational units will be at the discretion of the Vice-Chancellor, with advice from the University Senior Executive Team.

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[1] Under the Academic Board Policy, the Academic Board conducts the program of review of schools, university- and faculty-level institutes, and centres.

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Enquiries Contact	Governance and Risk Division

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