University of Missouri – Columbia
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
7) New node to have DeptIDs? Yes No
8) Existing DeptIDs to move to new node? Yes No
9) New node to have courses, degrees or students? Yes No
10) Existing courses, degrees or students to move to new node? Yes No
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
4) Existing DeptIDs moved with node? Yes No
5) Existing courses, degrees or students moved with node? Yes No
6) Is Department a tenure home? Yes No
7) If yes, does this move affect anyone’s tenure home Yes No

7/13/2010
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
4) Does node have DeptIDs?  Yes  No
5) Does node have courses, degrees or students?  Yes  No
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:  __________________________

Authorized by

Dean or Division Head:  __________________________    _______
Signature      Date

Vice Chancellor Designee (required):  __________________________    _______
Signature       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, **ZZZ** will be added as the first three characters in the node description, for example:

Node name before inactivation – Accounting Services
Node name after inactivation – **ZZZ** Accounting Services

**Proposed Node name**
New node names must start with C and 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.

**Vice Chancellor Designee**
The designees are listed under Forms at [http://accounting.missouri.edu/](http://accounting.missouri.edu/)