

Procedure for Changing the Name of a Department/Unit, or School/College

Form 95A is used solely to change the name of an academic department/unit or school/college. Any changes to an academic program should use form 91A.

Procedure for changing the name of a Department

There are two parts to the process of changing the name of a department: 1) Provide evidence of support, 2) Approval signatures

1) Provide Evidence of Support

- a) Results of the vote from the faculty of the Department seeking the name change. A 2/3 majority of eligible faculty from the Department (as defined by the Department operating papers) is required to change the name.
 - i) Department Chair should notify Dean of the School/College the department resides.
 - ii) Department Chair should notify the Associate Provost for Academic Planning and Program Development (Office of the Provost) of the proposed name change.
 - iii) The Department Chair will work with the Associate Provost as the chair completes the RME [Reasonable Moderate Extension] and Form 95A. The Associate Provost will assist the department to identify and notify other departments/units across the institution that might be effected by the proposed name change.
 - iv) Department Chair should notify the Graduate School of the proposed name if the department has graduate programs.
- b) The chair shall seek a letter from the Office of Institutional Research and Studies discussing the implications of the proposed name change on the department's Classification of Instructional Programs (CIP) codes.
- c) A letter of endorsement signed by the Chairpersons of the other Departments within the School/College. A 2/3 majority of the Chairpersons is required.
- d) A letter of endorsement from departments outside of the school/college that were earlier identified as potentially being effected by the proposed change, (in step a.iii)
- e) A letter of endorsement signed by the Dean of the School/College within which the department resides.
- f) A one-hour open meeting for public comment. The open meeting is an opportunity for people from the University and public to voice concerns, approval, etc. A summary of the comments from the meeting should be included with Form 95A.

2) Approval Signatures

After form 95A, RME, and supporting documentation are completed the approval routing process is as follows:

- a) Department Chairperson signature required.
- b) School/College Dean signature required.
- c) Rules and Procedures (R&P) Council approval and Chairperson signature required.
 - i) R&P Council will verify that the procedures were followed and that there are no significant reasons to ask the department to revisit the name change.
 - ii) R&P Council announcement at Faculty Senate.
- d) Office of the Provost for signature and processing.
- e) Office of the Chancellor for signature and processing.

- f) Office of the President for signature and processing.
- g) IBHE's office notified of name change.

Procedure for changing the name of a School/College

There are two parts to the process of changing the name of a School/College: 1) Provide evidence of support, 2) Approval signatures.

1) Provide Evidence of Support

- a) The Dean shall consult with the Provost about the intent to change the name of a school or college.
- b) The Dean shall seek a letter from Office of Institutional Research and Studies discussing the implications of the School/College's proposed name change on the Classification of Instructional Programs (CIP) codes assigned to its programs.
- c) Results of the vote from the faculty of the School seeking the name change. A 2/3 majority of eligible faculty from the School/College (as defined by the School/College operating papers) is required to change the name.
 - i) School/College Dean shall notify the Associate Provost for Academic Planning and Program Development (Office of the Provost) of the proposed name change. The Associate Provost will provide guidance and assistance to the school or college as they complete the RME [Reasonable Moderate Extension] and Form 95A.
 - ii) The Dean should notify the Graduate School of the proposed name change if the School/College has graduate programs.
- d) A letter of endorsement signed by the Deans of the other Schools/College. A 2/3 majority of the Deans of the other Schools/College is required.
- e) A one-hour open meeting for public comment. The open meeting is an opportunity for people from the University and public to voice concerns, approval, etc. A summary of the comments from the meeting should be included with Form 95A.

2) Approval Signatures

After form 95A, RME, and supporting documentation are completed the approval routing process is as follows:

- a) School/College Dean signature required.
- b) Rules and Procedures (R&P) Council approval and Chairperson signature required.
 - i) R&P Council will verify that the procedures were followed and that there are no significant reasons to ask the department to revisit the name change.
 - ii) R&P Council announcement at Faculty Senate.
- c) Office of the Provost for signature and processing.
- d) Office of the Chancellor for signature and processing.
- e) Office of the President for signature and processing.
- f) IBHE's office notified of name change.