

**NAME CHANGE OF A COLLEGE, SCHOOL,
DEPARTMENT, PROGRAM, INTERDISCIPLINARY GROUP, OR DIVISION WITHIN A DEPARTMENT**

I. Purpose and Scope

These procedures describe the steps required to change the name of a college or school, a department, program (the academic unit), interdisciplinary group (the unit) or division within a department. All academic unit name changes shall be made according to these procedures.

When the name change of an academic instructional unit is associated with other actions (such as the name change of a degree program), a single proposal describing all the coordinated actions may be submitted. Each action will be reviewed and approved in accordance with the policy for that action. The office of the Executive Vice Chancellor (EVC) will coordinate campus review of proposals with multiple actions. When the name change signifies an honorific naming, see Section VI for additional steps.

II. Authority and Coordination

- A. The president has delegated authority from The Regents of the University of California to approve a change of name of a college or school.
- B. The chancellor has final authority for approval of name changes to departments, programs and interdisciplinary groups (the academic units) in consultation with the EVC, appropriate dean(s)/provost(s), appropriate department chair(s) and the divisional Academic Senate.
- C. The EVC, in consultation with the chancellor has final authority for approval of name changes to divisions within academic departments or programs (academic units) upon approval by the FEC, and Graduate and Undergraduate Councils.
- D. The EVC's office is the coordinating unit for proposals to change the name of a school of college.

III. Procedures for a Name Change of a College or School

A. Campus Review

- 1. The dean/provost of the college/school submits to the EVC an electronic and a paper copy of a proposal for a name change of a college or school and a copy to the Office of Budget and Planning (BAP). (See the Appendix for the format for the proposal.) The EVC sends the proposal to the FEC for action, the divisional Academic Senate and the chancellor with a request for review and comment.
- 2. The FEC sends notice of its action to the Academic Senate with a copy to the EVC.
- 3. If there is favorable Senate committee review, the chair of the Academic Senate will place the item on the agenda of the Faculty Legislature. The Academic Senate office will transmit Senate action (endorsement or not) to the chancellor and the EVC, indicating the date of the action.
- 4. The chancellor takes final action and so informs the initiators and the Academic Senate with a copy to the FEC and Institutional Research and Planning in the Office of Budget and Planning. If the proposal is not approved, the initiators may either modify and resubmit or withdraw the proposal.

B. Systemwide Review of the Proposal for Name Change of a College or School

- 1. If the proposal is approved by the chancellor, the chancellor submits the proposal to the coordinator of program reviews in the office of the provost and senior vice president for review. The Academic Affairs staff advises the Academic Council chair as to whether the name change represents a substantive change in the program. If, in the opinion of the Academic Council chair, the name change is accompanied by major changes in the program or substantial need for new resources, the Council conducts a formal review of the proposal. (See appendix for details of full systemwide procedures.) If in the judgment of the Council chair there are not substantive changes associated with the name change, the Council chair places the proposal on the Academic Council agenda.
- 2. Upon recommendation for approval by the Senate, the provost and senior vice president recommends approval.

3. Upon presidential approval, the provost and senior vice president notifies the campus.
4. The chancellor via the EVC informs the chair of the Academic Senate, provosts/deans, and appropriate campus units of the president's approval of the name change and the effective implementation date.

IV. Procedures for a Name Change of a Department, Program or Interdisciplinary Group (academic unit)

A. Proposal Review Process for Name Changes of a Department, Program or Interdisciplinary Group

1. The department or program chair submits to the EVC an electronic and a paper copy of a proposal for the change in name of the department or program (academic unit). Copies of the proposal must also be sent to the academic dean/provost and the director of Institutional Research and Planning in BAP. If the dean/provost has comments, he or she will forward them to the FEC, EVC, and Academic Senate chair
2. The EVC sends the proposal for action to the FEC of the college or school in which the unit is housed, the Academic Senate chair, and the chancellor for review and comment. The FEC notifies the chair of the Academic Senate of its action with a copy to the EVC.
3. If the FEC approves, and upon favorable review by Senate committees, the chair of the Academic Senate places the proposal on the agenda of the Faculty Legislature. The Senate Chair notifies the chancellor and EVC of Faculty Legislature action (endorsement or nor) with a copy to the FEC and BAP.
4. The chancellor takes final action and so informs the initiators, with a copy to the Academic Senate, FEC, dean/provost, and BAP. If the proposal is not approved, the initiators may either modify and resubmit or withdraw it.
5. All final campus actions involving departments are reported to systemwide offices in a monthly report to the coordinator of program review, copied to the director of academic planning and program review and to the records manager, information resources and communications. E-mail use is encouraged.

V. Procedures for a Name Change of a Division within a Department or Program (Academic Unit)

Upon approval by the FEC, the EVC, in consultation with the chancellor and the Academic Senate, takes final action and so informs the initiators, the chancellor, the chair of the Academic Senate, director of institutional research and planning in BAP, the Registrar, and other appropriate academic/administrative units.

VI. Procedures for an Honorific Name Change of an Academic Unit

If the name change is on the basis of honorific naming, additional considerations apply. Please see the appropriate section in the systemwide policy at <http://www.ucop.edu/ucophome/coordrev/policy/12-19-02att.pdf>.

Endorsed: Faculty Legislature, 3/4/04
 Approved: Executive Vice Chancellor, 3/12/04

**APPENDIX
 PROPOSAL FORMAT FOR A NAME CHANGE OF AN ACADEMIC UNIT**

The proposal must contain the following points:

1. Proposed name of college/school, department, program or division within a department/program and planned implementation date.
2. Justification/rationale for the proposed name change.
3. Organizational or program changes in the college/school department or program as a result of, or that prompted, the name change and when these changes occurred.
4. Resource implications or requirements as a result of the name change.
5. The vote of faculty residing within the academic unit whose name is to be changed.

6. If the proposed name is similar to another existing unit on campus, evidence of formal consultation with that unit and a copy of a letter from that unit's chair stating the result of the consultation.

Details of Process: School/College Name Change from the *Compendium*

1. Upon approval by the campus administration and favorable review by the Divisional Senate, the Chancellor (or designee) sends the proposal to the Provost & Senior Vice President and the Council Chair. The Coordinator – Program Review assesses whether the change is substantive and advises the Council Chair. The review process is determined by whether the name change is accompanied by major changes in the program or substantial need for new resources. If more than one unit or program change is associated with the name change, the campus should follow the procedures in Section IV (Reconstitution of Academic Programs and Academic Units).
2. If in the judgment of the Council Chair there are not substantive changes associated with the name change, he or she puts the change directly on the Academic Council agenda and then notifies the Provost & Senior Vice President of the Council's favorable review. The next step in this "simple name change" process is number 8.
3. If in the judgment of the Council Chair substantive changes are associated with the name change, the Council Chair notifies the Provost & Senior Vice President that the Senate wishes to review the proposal and the proposal is sent to CCGA, UCEP, UCPB, and any other Senate committees designated by the Council Chair.
4. The Coordinator - Program Reviews analyzes the proposal and, after review and approval by the Vice Provost - Academic Initiatives, sends it to CCGA, UCEP, UCPB, and the Council chair for distribution to any other review committees.
5. If the program will change substantially or there are major new resources required, the Coordinator – Program Review sends the proposal to CPEC for review that runs simultaneously with the Senate's. CPEC reports its concurrence to the Coordinator - Program Review, with a copy to the Vice Provost - Academic Initiatives.
6. A Senate subcommittee consisting of the Chairs of CCGA, UCEP, and UCPB, and any other participating Senate committee, to be convened by the Chair of CCGA, expedites Senate review by coordinating their committee reviews, as appropriate.
7. The Senate committees report their recommendations to the Academic Council, which serves as arbiter if there is not concurrence among the committees. The Council Chair notifies the Provost & Senior Vice President of favorable review by the Senate committees.
8. The Provost & Senior Vice President recommends approval to the President.
9. Upon approval by the President, the Provost & Senior Vice President notifies the campus and others. See Distribution List 14.