Unit Name Change Request Form

Unit/College/School:  Academic Affairs

Current Name:  Office of Sponsored Programs

Requested New Name:  Office of Research and Sponsored Programs

Rationale for Requested Name Change (attach additional documentation, if needed):

The Office of Sponsored Programs has gone through a reorganization that integrates research initiatives that go beyond sponsored programs to develop and build the University’s research agenda. Two significant changes include 1) the addition of an ethics and compliance officer to director to enhance research at SCSU, and 2) focus on individual development to strengthen scholarly activities and sponsored programs at SCSU.

The addition of the term RESEARCH within our unit name, better defines the essence of the unit’s role within the University.

Describe process used by unit and college/school to approve name change (include documentation such as meeting minutes if available):

Research of other institutions completed in summer 2012. Name options discussed and developed at Director’s retreat and meetings during summer 2012. Options 1) Office of Research & Sponsored Programs 2) Office of Research Development & Compliance 3) Office of Research & Scholarship 4) Office of Sponsored Programs and Research Decision finalized through full department discussions in Fall 2012.

Describe minority opinion within the department/unit (attach additional documentation, if available):

Developed and discussed by the unit as a whole and supported by the Provost.
Required Signatures:

Unit representative (i.e., chair, director):  
(Representative will be asked to attend SPC meeting to discuss request.)

☐ Recommend  ☐ Do not Recommend

Comment:

Dean (if applicable):  
☐ Recommend  ☐ Do not Recommend

Comment:

Strategic Planning Committee Co-chair:  
☐ Recommend  ☐ Do not Recommend

SPC Motion: The SPC supports and recommends this name change be approved.

Provost or Appropriate Vice President:  
(Following SPC recommendation)  
☐ Recommend  ☐ Do not Recommend

Comment:

President:  
☐ Approve  ☐ Do not Approve

Comment:

Upon final determination, copies should be sent to:
Requesting unit
Appropriate Dean or Vice President
Human Resources
Academic Affairs
Administrative Affairs
Strategy, Planning & Effectiveness
Records & Registration
Process for naming academic units

Academic units who wish to change their name will complete the following process:

- Proposal developed with rationale for name change prepared by academic unit.
- Unit completes a documented process of consultation with faculty and staff within the college or school regarding the name change.
- Dean submits name change request to the Strategic Planning Committee who will engage in a campus-wide consultation of the proposed name change with interested departments and units.
- Strategic Planning Committee puts forward their position on the proposed name change based on unit rationale and feedback from the campus community.
- Provost makes recommendation on the proposed name change to the President.
- University President makes the final determination on the name change.