Unit Name Change Request Form

Unit/College/School: __________________________________________________________

Current Name: _____________________________________________________________

Requested New Name: _______________________________________________________

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

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

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

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

☐ Recommend ☐ Do not Recommend

Comment:

Dean (if applicable): ___________________________ Date: ____________

☐ Recommend ☐ Do not Recommend

Comment:

Strategic Planning Committee Co-chair: ___________________________ Date: ____________

☐ Recommend ☐ Do not Recommend

SPC Motion:

Provost or Appropriate Vice President: ___________________________ Date: ____________
(Following SPC recommendation)

☐ Recommend ☐ Do not Recommend

Comment:

President: ___________________________ Date: ____________

☐ 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.