

CAMPUS PROCEDURE FOR NAME CHANGE FOR AN ACADEMIC DEPARTMENT

The October 30, 1972 statement from Vice President C. O. McCorkle, Jr. notes that Chancellors are authorized to establish procedures for the initiation of name changes of academic departments. The procedures followed on the Riverside campus are:

1. The department writes a proposal addressed to the dean of the college/school.
2. The dean sends the proposal to the college/school executive committee for review and recommendation.
3. The dean himself/herself makes a recommendation addresses to the Executive Vice Chancellor.
4. The three above items shall be forwarded to the Executive Vice Chancellor.
5. The Executive Vice Chancellor will refer the request to the Academic Senate Division Chair who will refer the request to the committees he/she believes appropriate (generally Academic Personnel, Educational Policy, Planning and Budget, and Graduate Council). The Senate Executive Council will review the recommendations and forward the item to the Division for action.
Please note the following Senate requirements
 1. The name change request will be received by Executive Council at a meeting attended by the Chair of the corresponding College Executive Committee (or his/her replacement)
 2. The name change proposal must be presented to the Division by the Chair or a member of the affected department/ program (no replacements here)
 3. If despite these precautions an error/typo is approved, the only recourse will be for the department/program to initiate the name-change anew
6. When the Executive Vice Chancellor receives a positive Academic Senate response from the Division, he/she will forward the recommendation for the name change to the Office of the President.