

## UPS 100.601

# PROCEDURES FOR DEPARTMENT/PROGRAM NAME CHANGES

### I. PREAMBLE

As departments/programs evolve and follow new directions, redesignating the department/program name to better reflect its curricular mission is deemed an appropriate practice. The procedures for changing a department/program name shall be followed.

### II. PROCEDURES

- A. Any member of a department/program may recommend to the faculty of the department/program that it be renamed to better reflect its curricular and professional mission.
- B. Within department/program guidelines for governance, such a proposal shall come forward to the entire department faculty for consideration and recommendation. A formal vote of the full-time faculty of the department shall be conducted. With the support of the faculty, a formal proposal for the name change shall be prepared that addresses issues of curriculum and currency in the discipline, along with other issues that comprise the rationale for the recommendation.
- C. The proposal for a name change shall be forwarded to the college dean who, using appropriate college governance procedures, will consult with college faculty. The dean's recommendation shall be forwarded to the Vice President for Academic Affairs and the Chair of the Academic Senate.
- D. The Chair of the Academic Senate shall: (1) forward the proposal to the University Curriculum Committee and Graduate Education Committee; (2) announce to the university community the intent of the department/program to change its name; and

- (3) invite colleagues to share their comments and concerns with the University Curriculum Committee.
- E. If opposition arises to the proposal, then the University Curriculum or Graduate Education Committee (determination to be made by the Senate Executive Committee) shall hold an open hearing to provide an opportunity for public discussion. A final recommendation by the University Curriculum Committee and Graduate Education Committee shall be forwarded to the Chair of the Academic Senate, who will agendaize it for Senate action and recommendation. If approved by the Academic Senate, the recommendation shall be forwarded to the President for final approval.
- F. A department/program may withdraw or modify its proposal at any stage in the process.

**EFFECTIVE DATE: July 7, 2006**  
Supersedes UPS 100.601 dated 10-2-96 and ASD 05-113

Source: University Curriculum Committee