1.4.2 Procedures for Administrative Name Changes for Administrative Departments, Schools and Centers

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1. Purpose and Scope
These procedures describe the steps required to change the name of an administrative department, school, or center. Following this procedure ensures both approval and effective notification of the campus units responsible for recording organizational name changes.

2. Authority and Coordination
   a. Administrative departments, schools, and centers may report to the President, a Vice President, the Chief Financial Officer, or the Provost.
   b. The organizations included in this procedure are:
      i. The administrative departments listed in the Administrative Review Calendar.
      ii. The centers and institutes listed at http://www.stmarys-ca.edu/academics/centers-institutes.
      iii. The School of Science, School of Liberal Arts, School of Economics and Business Administration, and the Kalmanovitz School of Education.

3. Procedures
   a. An administrative department, center, or school obtains approval to request a name change from the appropriate administrator(s).
   b. The administrative department, center, or school is expected to consult with other academic departments, schools, centers, and administrative units (e.g. Library, IT, Admissions) that either might be affected or have significant concerns or advice. Any identified issues should be included in the Consultation section of the Administrative Name Change Proposal Form.
   c. The administrative department, center, or school submits the Administrative Name Change Proposal Form to the appropriate senior administrative officer.
   d. The senior administrative officer will consult as appropriate and then make a recommendation to the President’s Cabinet.
   e. The senior administrative officer will communicate the final decision and the rationale in writing to the unit requesting the change.
   f. If approved, the senior administrator’s office will distribute a copy of the decision to the following offices:
      i. President’s Cabinet
      ii. Human Resources
      iii. Budget & Finance
      iv. Information Technology
      v. College Archives
vi. Office of Institutional Research
vii. Campus Communications