

1.6 Procedures for Administrative Name Changes

for

Administrative Departments, Schools and Centers

*Presented to the Dean's Council on June 27, 2013 and discussed at subsequent meetings until approval on September 18, 2103.
Presented to the President's Cabinet on 9/23/13. Posted to Documents Under Review on October 8, 2013.*

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