

POLICY MEMORANDUM

No. II-18

Changing the Name of an Academic Department

The process to be followed should an academic department wish to change its name is described in the following steps.

1. The Department's faculty shall vote on the name change and at least 51 percent of the faculty must vote in favor of the proposed change. The vote of the faculty is a recommendation to the Department Chair to change the department's name and proposes what the new name should be.
2. The Department Chair shall submit a request to the College's Vice Provost and Dean who submits his or her recommendation to the Provost and Executive Vice Chancellor for Academic Affairs to change the department's name and includes his/her recommendation for the name change. The Department Chair should indicate the reasons for the name change, indicate whether the department's Academy and/or Advisory Board has been consulted on the name change, and include a statement regarding whether or not the Academy and/or Advisory Board supports the proposed change.
3. The Provost will consider the appropriateness of the name change, the reasons for the name change, and the opinion of the department's Academy and/or Advisory Board. The Provost may consult with the Director of Communications regarding any potential concerns related to the impact of the proposed name change on issues related to the university's brand identity. If the Provost considers the proposed name change to be appropriate and sufficiently justified and supported, he or she shall request the Department to submit an electronic Name Change Form (NC) to the Registrar.
4. The Registrar assigns the NC number and submits the NC form to the Discipline Specific Curriculum Committee (DSCC).
5. After its consideration, the DSCC forwards the proposal to the Faculty Senate's Campus Curricula Committee (CCC), which also refers the proposal to the Faculty Senate's Budgetary Affairs Committee.
6. After receiving the recommendation from the Budgetary Affairs Committee, the CCC will present the NC request to the Faculty Senate for its recommendation.
7. The Faculty Senate submits its recommendation to the Provost.
8. The Provost submits a report that includes a summary of all the recommendations regarding the name change to the Chancellor. The Chancellor has final approval authority for the name change, including when the name change becomes effective.

9. If the Chancellor approves the name change proposal, the NC is returned to the Registrar for implementation.
10. The Registrar shall be responsible for informing all University of Missouri and Missouri S&T units that have an essential need for knowledge of the name change and its incorporation into their records. A minimal list of such units/organizations is provided in the attachment to this Policy.
11. The Provost shall notify the Communications Department when the name change is approved and shall coordinate the timing of the public announcement with the Director of Communications.

EFFECTIVE DATE: January 2, 2014

RESPONSIBILITY: Provost and Deans

BASIS: Provost



Cheryl B. Schrader, Ph.D.
Chancellor