



## **POLICY & PROCEDURE DOCUMENT**

NUMBER            0.1040

DIVISION:        General University

TITLE:             Renaming or Organizationally Relocating a  
Department, School, or College

DATE:             January 27, 2020

POLICY FOR:      All WKU Offices (Academic and Non-Academic)

AUTHORIZED:     President's Cabinet

### **I. Purpose and Scope**

The purpose of this policy is to provide the criteria and procedure necessary for renaming and/or organizationally relocating a department, school or college at WKU. The renaming or organizational relocation of departments, schools or colleges is approved at the campus level, as described herein.

#### **Note:**

All proposed name changes which involve philanthropic and honorific namings must also comply with the requirements outlined in WKU Policy and Procedure No. 7.1000, *Philanthropic and Honorific Naming Policy and Protocols.*

#### **Policy**

To maintain a level of flexibility within the parameters of an ever changing environment, departments, schools and/or colleges may find it necessary and/or beneficial to rename an existing department or school, or relocate a department or school within the

university's organizational structure (or a combination of the foregoing). This policy will provide a procedure to facilitate the process.

## **II. Procedures**

### **A. Name Change to a Department, School or College**

Proposals to change the name of a department, school or college are considered at the campus level through the Senior Division Administrator and President, in consultation with the appropriate campus governance body.

#### **1. Name Change to an Academic Department, School or College**

- a) Proposals to change the name of an academic department, school, or college are expected to articulate a disciplinary and/or administrative need for the change. The President has the final authority to change the name of a department, school, or college.
- b) Procedure: All requests to rename an academic department, school or college should follow the procedures below:
  - 1) The academic program/department/school sends a proposal endorsed by the Dean to the Provost, or the Dean sends a proposal regarding the college to the Provost.
  - 2) The Provost will notify the President of his/her decision concerning the proposal.
  - 3) The President's decision is final. Once the name change is approved by the President, then:
    - Office of Academic Affairs will formally announce the change;
    - The department/school shall be responsible for initiating updates to campus systems, including but not limited to:
      - Verifying accuracy of information for all official academic publications, such as the Catalog, etc.;
      - Applying updates to relevant Websites
      - Updating Banner:
      - Communicating with Institutional Research to initiate Banner request
      - Communicating with appropriate Budget Office officials
      - Contacting the Office of the Registrar

#### **2. Name Change to a Non-Academic Department**

- a) Proposals to change the name of a non-academic department are expected to articulate a business related and/or administrative need for the change. The President has the final authority to change the name of a department.

- b) Procedure: All requests to rename department should follow the procedures below:
- 1) The appropriate department official sends a proposal endorsed by the department head, director, etc., through administrative channels to the Senior Division Administrator (SDA).
  - 2) The SDA will notify the President of his/her decision concerning the proposal.
  - 3) The President's decision is final. Once the name change is approved by the President, then:
    - The SDA will formally announce the change;
    - The department shall be responsible for initiating updates to campus systems, including but not limited to:
      - Verifying accuracy of information for all official academic publications, such as the Catalog, etc.;
      - Applying updates to relevant Websites
      - Updating Banner:
      - Communicating with Institutional Research to initiate Banner request
      - Communicating with appropriate Budget Office officials
      - Contacting the Office of the Registrar

## **B. Organizational Relocation of a Department or School**

### **1. Organizational Relocation of an Academic Department or School**

- a) Proposals to organizationally relocate an academic department or school are expected to articulate a disciplinary and/or administrative need for the change. The President has the final authority to approve such a change.
- b) Procedure: All requests to relocate an academic department or school should follow the procedures below:
- 1) The official proposing the relocation sends the proposal endorsed by the Department Head (if appropriate) and Dean to the Provost.
  - 2) The Provost will notify the President of his/her decision concerning the proposal.
  - 3) The President's decision is final. Once the relocation of the department or school is approved by the President, then:
    - Office of Academic Affairs will formally announce the change;
    - The department/school shall be responsible for initiating updates to campus systems, including but not limited to:
      - Verifying accuracy of information for all official academic publications, such as the Catalog, etc.;
      - Applying updates to relevant Websites
      - Updating Banner:

- Communicating with Institutional Research to initiate Banner request
- Communicating with appropriate Budget Office officials
- Contacting the Office of the Registrar

## 2. Organizational Relocation of a Non-Academic Department

- a) Proposals to organizationally relocate a non-academic department are expected to articulate a business related and/or administrative need for the change. The President has the final authority to relocate a non-academic department.
- b) Procedure: All requests to relocate a non-academic department should follow the procedures below:
  - 1) An appropriate department official may send a proposal through administrative channels to the Senior Division Administrator (SDA).
  - 2) If the proposal is to relocate a non-academic department from one division to another division, the SDA of both divisions shall mutually agree on the relocation and notify the President of the decision concerning the proposal.
  - 3) The President's decision is final. Once the relocation of the department is approved by the President, then:
    - The SDA of the division where the non-academic department is to be relocated will formally announce the change;
    - The department shall be responsible for initiating updates to campus systems, including but not limited to:
      - Verifying accuracy of information for all official academic publications, such as the Catalog, etc.;
      - Applying updates to relevant Websites
      - Updating Banner:
      - Communicating with Institutional Research to initiate Banner request
      - Communicating with appropriate Budget Office officials
      - Contacting the Office of the Registrar

### III. Related Policies

See also:

*WKU Policy and Procedure No. 7.1000, Philanthropic and Honorific Naming Policy and Protocols*