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## Process for Academic Unit Name Changes

A change in the name of an academic unit is an administrative process, not a curricular one. For this reason, such changes do not use the curriculum change process outlined in the Curriculum Development Process Guide. This document establishes a process to ensure (1) that necessary approvals are obtained for such changes and (2) that documentation needed to complete required notifications is included. The step-by-step description below assumes that appropriate deliberations within the unit (department, center, college, etc.) have been completed before the process starts.

The outline begins at the department (or “school” or “center”) level and proceeds through the administrative chain. It should be understood that if the unit to be renamed is at a different level (e.g., is a “college”)—or exists in a different context (e.g., reports to an associate provost rather than a dean or reports directly to the provost)—the process will proceed from the administrative head of the unit to her/his supervisor within the general framework outlined here.

1. A written recommendation, accompanied by a completed ADHE Attachment A, is sent from the administrative head of the unit proposing a name change to the dean of the unit’s college.
2. If the dean supports the change, she/he sends a concurring recommendation, along with the materials prepared by the department, to the provost.
3. The provost will discuss the proposal with the Council of Deans and then either approve or disapprove the request.
4. Upon the provost’s approval, the president will be asked for his approval.
5. If approved by both the provost and the president, the Office of the Provost will send notifications (a) to the UCA Board of Trustees for their next scheduled meeting and (b) to ADHE for the next available AHECB agenda.
6. Once the notifications in item 5 are complete, the new name will be used on the web, in publications, and so forth, beginning on the effective date agreed upon during the approval process or as soon as practically possible thereafter.

Direct questions about this process to the Associate Provost for Institutional Effectiveness (phone 450-5113 or email [jona@uca.edu](mailto:jona@uca.edu)).