

UC Davis Policy and Procedure Manual

Chapter 200, Campus Organization and Management Section 50, Name Changes for Campus Administrative Units

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Responsible Department: Office of the Chancellor

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I. Purpose

This section describes the procedures requesting changes in name for administrative and other non-academic organizational units.

Name changes for academic units are described in [Section 200-20](#). Name changes for Organized Research Units are described in [Section 220-01](#).

II. Policy

The Chancellor holds authority for the naming or renaming of UC Davis properties, programs, and facilities.

III. Procedures

- A. The department head submits the request for the proposed name change to the appropriate administrative officer (i.e., vice chancellor, vice provost, dean).
 1. Requests should be submitted in sufficient time to allow for the review process and to ensure incorporation of approved name changes in key publications
 2. Requests must include:
 - a. The reason for the proposed name change.
 - b. A description of any changes involved in the functions of the unit or in costs of operations.
 3. If there are substantial changes in functions or costs, preparation of the request should be in consultation with Finance, Operations and Administration.
- B. The administrative officer reviews the request and submits the request and recommendation to Finance, Operations and Administration.
- C. Finance, Operations and Administration coordinates the review, including the following:
 1. Preparing a detailed resource analysis if there are substantial changes in functions or costs.
 2. Notifying the Council of Deans and Vice Chancellors of the proposed change.
- D. Finance, Operations and Administration sends the request and review recommendations to the Chancellor for approval.
- E. The Chancellor may consult with the Council of Vice Chancellors or others as needed to make a final decision.
- F. The Chancellor informs the appropriate administrative officer, department head, and ARM of approval or disapproval of the request.
- G. If approved, the department head notifies appropriate departments (e.g., Emergency Management, Accounting and Financial Services, Facilities, Mail Services, Communications Resources) of the approved name change.

III. References and Related Policy

- A. [UC Davis Policy & Procedure Manual Section 200-51, Naming Properties, Programs, and](#)

Facilities.

- B. Delegation of Authority DA 2002—Policy on Naming University Properties, Programs, and Facilities.