

UC Davis Policy and Procedure Manual

Chapter 200, Campus Organization and Management

Section 50, Name Changes for Campus Units

Date: 2/8/05, rev. 7/13/06

Supersedes: 10/31/94

Responsible Department: Offices of the Chancellor & Provost

Source Document: N/A

I. Purpose

This section describes guidelines and procedures that have been adopted for use on campus in proposing changes in name for administrative and other organizational units. Name changes for academic units are described in Section 200-20. Name changes for Organized Research Units are described in Section 210-20. The process for name or cost center changes by hospital units is described in UCDHS Administrative Policies & Procedures Manual Section 1803.

II. Procedures

A. General guidelines

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.

Note: If there are substantial changes in functions or costs, preparation of the request should be in consultation with the Office of Resource Management & Planning.

B. Administrative units

Responsibility	Action
Department head	1. Submits request for proposed name change to appropriate vice chancellor, dean, or other administrative officer.
Vice Chancellor	2. Reviews request; submits request and recommendation to Resource Management & Planning.
Resource Management & Planning	3. Coordinates necessary reviews; notifies Council of Deans and Vice Chancellors of proposed change; if there are substantial changes in functions or costs, prepares detailed resource analysis. 4. Sends request and recommendation to Chancellor for approval.
Chancellor	5. May consult Council of Vice Chancellors or others as needed; makes final decision. 6. Informs vice chancellor, department head, and Resource Management & Planning of approval or disapproval of request.
Department head	7. If approved, notifies appropriate departments of name change (for example, emergency services, Accounting & Financial Services, Communications Resources, Facilities, Mail Division).

III. References and Related Policy

UCD Policy & Procedure Manual Section 200-51, Naming Properties, Programs, and Facilities.