I. PURPOSE & INTENT

These procedures describe the process for changing the name of a college, a department or school within a college, and other academic/student success organizational offices, institutes, and centers (collectively referred to hereafter as “organizational unit”) at the University of South Florida. All such organizational unit name changes shall be made through this process.

II. STATEMENT OF POLICY

There are situations where it is appropriate to change the name of a department or school, to reflect the correct scholastic focus and curricular offerings of that unit; or to change the name of an academic/student success office to better reflect its functions. These situations typically involve, but are not limited to, an expansion, narrowing, or redefinition of the mission, focus, or academic pursuits of a unit. This policy provides guidelines on how that renaming may occur.

Excluded from this policy are:

- Name changes which may occur because of naming opportunities through the USF Foundation
- Organizational units that do not have a reporting relationship to either the Executive Vice President & Provost or the Senior Vice President (SVP) for USF Health

If the renaming of an organizational unit also involves significant structural changes or reorganization, the process described in the University of South Florida Policy #10-055: Policies and Procedures for Proposed Changes in Academic Units at the University of South Florida may apply. Colleges should consult with the Office of the Provost or the USF Office of Faculty and Academic Affairs (as applicable) to determine in advance if the changes proposed meet the criteria for consideration under this policy.
III. DEFINITIONS

**Academic/Student Success Support Office:** A member unit supporting the University’s academic and student success enterprises. The organizational unit may serve the entirety of the university, a constituent single-campus or multi-campus college, or a campus.

**College:** Is ordinarily found to be an autonomous organizational unit (comprised of multiple schools, departments, and/or programs), and led by a Dean reporting directly to the university’s chief academic officer. It is manageably sized and leverages the efficiency of scale while not presenting an imbalance of representation in university governance.

**Department:** Is a member unit (most often clustered around an academic discipline) of a college most often led by a Chair, reporting directly to the college Dean. It is manageably sized and leverages the efficiency of scale while not presenting an imbalance of representation in college-wide governance.

**Institute or Center:** Units established to coordinate, support and extend the University’s research, service, and training activities, established through processes set forth in USF Policy 10-063 and FL SUS BOG Regulation 10.015.

**School:** Is ordinarily a member organizational unit (usually comprised of a field of professional study) of a college most often with a Director, reporting directly to the college Dean. It is manageably sized and leverages the efficiency of scale while not presenting an imbalance of representation in college-wide governance. Nationally, designation as a school is often (but not always) associated with disciplinary accreditations.

IV. PROCESS STEPS

1. Organizational units wishing to change their name should complete a **Name Change Request Form** available from the Office of Decision Support.

2. Justification for the name change must be provided according to instructions provided in the **Request Form**, along with a proposed implementation date. The justification should address the benefits to the university for the name change, how the name change aligns with the university’s strategic plan and the impact of the mission(s) of the affected unit(s).

3. Requests for name changes for units within a College must be approved by the Dean.

4. Requests made by all other organizational units must be approved by the appropriate administrative manager.

5. Requests impacting organizational units on branch campuses will be routed through the appropriate Regional Vice Chancellor (RVC) for Academic and/or Student Success for concurrence of approval.
6. Once the appropriate Dean, RVCs (as needed), and/or other administrative manager has approved, the requests will be forwarded to the Executive Vice President & Provost for all organizational units within Academic Affairs and to the Senior Vice President for USF Health for all organizational units within USF Health for approval. The Executive Vice President & Provost and the Senior Vice President for USF Health will work in consultation when name changes could potentially impact units within both Academic Affairs and USF Health.

7. Once approved by either the EVP & Provost or the SVP for USF Health, (or both when the change impacts both Academic Affairs and USF Health) as appropriate, the administrative leader of the organizational unit requesting the name change will be responsible for:

   a. Taking all steps necessary to ensure the changes are reflected appropriately across the university through notification to all data custodians and information system owners for incorporation into those systems and business operations.

   b. Ensuring that all forms, letterhead and/or marketing materials, including web pages, are updated appropriately.

   c. Notification to specialized accreditors, as necessary.