

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**S18-14, University Policy, Department or School Name
Change**

Legislative History:

At its meeting of April 30, 2018, the Academic Senate approved the following policy recommendation presented by Senator Schultz-Krohn for the Curriculum and Research Committee. On March 12, 2018, the Academic Senate approved a policy recommendation sent to the President as University Policy S18-4. This policy was returned unsigned with a request to make it less prescriptive and remove the name of Graduate and Undergraduate Programs (GUP) as the location of the Department or School Name Change Guidelines and indicate that the Guidelines be maintained by the Office of the Provost or designee. This policy recommendation incorporates those changes. When a name change is proposed due to merging, dividing, or transferring academic units, use this policy in conjunction with S13-9.

**Signed and approved by
President Mary A. Papazian
on May 9, 2018.**

**S18-14, University Policy
Department or School Name Change**

Rationale: There is no current policy guiding a name change for departments or schools.

On March 12, 2018, the Academic Senate approved AS 1676 presented by Senator Schultz-Krohn for the Curriculum and Research Committee. The policy recommendation was then sent to the President for signature as University Policy S18-4. This policy recommendation was returned unsigned by President Papazian with a request to make

Department or School Name Change Guidelines and indicating that these Guidelines be maintained by the Office of the Provost.

Whereas: The campus community would benefit from an operational roadmap to ensure procedural transparency when proposing a department or school name change; and

Whereas: The process to be used when requesting a department or school name change should allow the review of the proposed name change to occur in a timely manner, and

Whereas: A policy should guide meaningful consultation across academic units to avoid conflict with a requested name change; therefore be it

Resolved: That the Department or School Name Change Guidelines shall specify the components to be included in the name change proposal and submission process, and be it further

Resolved: That the Guidelines shall be maintained by the Office of the Provost or designee and reviewed by the University Curriculum & Research Committee, and be it further

Resolved: That the following process shall be used when requesting a name change for a department or school.

1. The name change proposal shall follow the Name Change Guidelines and include evidence of meaningful consultation with all academic units potentially affected by the proposed name change.
2. The name change proposal shall provide a record of the vote at all levels of review.
3. The University Curriculum & Research Committee shall review the name change proposal and forward a recommendation to the Provost.

Approved: April 30, 2018
Vote: 13-0-0
Present: Bacich, Buzanski, Cargill, Chung, Heil, Stacks, Rodan, Trulio, Schultz-Krohn, Anagnos, Matoush, De Guzman, Jensen
Absent: None
Workload Impact: Minimal; will use existing committees and curriculum management system
Financial Impact: Minimal; will use existing committees and curriculum management system