

University Department Name Change Procedure

OVERVIEW

PURPOSE:	The purpose of this document is to outline the procedure for changing the name of university departments.
BACKGROUND & SUMMARY:	To maintain a level of flexibility within the parameters of an ever changing environment, departments need to have a procedure to follow when a departmental name change is necessary. This procedure will facilitate the action steps of this name change process.
REQUIREMENTS:	This procedure will require the requesting department facilitate the name change workflow (not automated).
REFERENCES:	Standard Operating Procedures per division processes for name change proposals Logo design/development (University Relations) WCMS website asset delivery (Information Technology) Human Resource Department Manual Finance Department Manual

CRITICALITY: Non-Critical

AUDIENCE: UCO Faculty and Staff

MAINTENANCE FREQUENCY: Annual

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PROCESS

Step 1: E&G organizations have specific program codes which must be evaluated prior to making organization changes, including, combining budgets, retitling organizations and changing the purpose of the organization. If the organization in question is an E&G funded budget, submit an informal request by email to the budget office to be approved.

Step 2: Create name change proposal for Vice President Approval

Step 3: Name change proposal submitted to cabinet as an information item

Step 4: Submit Excel spreadsheet of affected employee information old to new department name, employee name and Banner ID to payroll@uco.edu, request must be accompanied by VP approval

Step 5: Requestor to notify Financial Services to update organization name in Banner, request must be accompanied by VP approval

Step 6: Request submitted to University Relations for new Logo design/development (if needed) and update to campus directory, request must be accompanied by VP approval

Step 7: (If Needed) University Relations delivers new logo to requestor

Step 8: Request submitted to the IT Service Desk for new WCMS website assets, must be accompanied by VP approval and new departmental logo

Step 9: IT creates WCMS website assets / template and delivers to requestor

Step 10: Requestor creates webpages using new departmental template

Step 11: Requestor facilitates all other name change branding assets, physical, digital, or otherwise (stationary, business cards, signage, etc.)