

**ACADEMIC AFFAIRS COUNCIL**

**AGENDA ITEM: 5 – B (6)**

**DATE: March 31, 2016**

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**SUBJECT: Academic Unit Renaming and Reorganization Requests**

The Board of Regents approves requests to name, rename, or reorganize academic divisions, departments, or units. However, no process currently exists within AAC guidelines for processing such requests. The intent of the attached draft guideline is to provide guidance to campuses for the process for such naming requests.


The short guideline:

1. Directs requests recognizing a specific person or entity (such as financial donors to an institution) to the General Counsel’s office per Board Policy.
2. Directs institutions to submit other requests to the system Chief Academic Officer (CAO).
3. States requests go to AAC as an informational item before moving on to Council of Presidents (COPS) and the Board of Regents for approval.

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**RECOMMENDED ACTION**

Discussion and recommendation.

	<b>ACADEMIC AFFAIRS GUIDELINES</b>	
<b>Section 10:</b>	Miscellaneous	
<b>Title:</b>	Academic Unit Renaming and Reorganization Requests	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
10.2		3/16
<b>Reference</b>	BOR Policy 1:27 (Naming of Institutional Facilities, Programmatic Units or Funded Academic Honors)	
<b>Related Form(s)</b>		

**Approval Summary Quick View**

Naming Request ► AAC information item ► COPS ► BOR

1. The Board of Regents approves requests to name, rename, or reorganize academic divisions, departments, or units.
2. Requests to name, rename, or reorganize academic divisions, departments, or units that do not involve recognition of specific persons or entities who have made important contributions (including financial contributions) will follow the process described in this guideline. Other requests are processed through the system General Counsel's office.
3. The university Vice President for Academic Affairs (VPAA) reviews proposed new naming, renaming or reorganization of academic units, divisions, or departments with the system Chief Academic Officer (CAO).
4. The system Chief Academic Officer will place the request on the Academic Affairs Council agenda as an informational item.
5. Proposals viewed by the Academic Affairs Council move to the agenda of the Council of Presidents and Superintendents (COPS).
6. Proposals approved by the Council of Presidents and Superintendents move to the Board of Regents agenda for review and approval.