

Procedures for Department Name and Status Changes

The procedures herein shall be used for academic departments changing names, requesting a status change from a program to a department, splitting a department into two or more new departments, or splitting a department into continuation of the existing department and the establishing of one or more new departments. For the purposes of these procedures, a departmental merger is the combination of existing departments, programs, or “divisions or other major groupings of departments with some common interest” (§5.14) into a single new department.

Per article 5.14 of the 2021-2025 collective bargaining agreement between CSU-AAUP and the Board of Regents of the Connecticut State Colleges and University System, “departments of a university shall be established by the University administration with the advice of the Senate according to criteria of commonality of interest and academic purpose.”

To be effective in the Fall semester of the upcoming academic year, all approvals for department name and status changes shall be secured by **February 1**. If approvals occur after that time, the change may take place in the Fall semester which follows the upcoming academic year.

1. A written request for change(s) in name or status shall be submitted from the relevant department chair or, for programs not housed within a single department, the relevant program coordinator/director, to the appropriate Dean. The request shall include the department’s vote count.
2. The chair/coordinator/director shall simultaneously send the request to the leadership of the following:
 1. Faculty Senate (for “advice” per CBA 5.14 and 1.9)
 2. Graduate Council (for notification only*)
 3. Undergraduate Curriculum Forum (UCF) (for notification only*)
3. After responses from the Dean and Faculty Senate have been received, the requesting chair/coordinator/director shall submit the request with written copies of the Dean’s response and the advice from Faculty Senate to the Provost for approval.
4. The Office of the Provost shall be responsible for record-keeping and university-wide (faculty, staff, administration, and students) announcements.
5. Communication about the change(s) will be forwarded by the Office of the Provost to the following and each will be instructed to update records**, files, directories,

*As special committees of the Faculty Senate, Graduate Council and UCF may notify the Faculty Senate of concerns related to the proposed change(s) outlined in the notification.

**Receiving parties are responsible for notifying the Office of the Provost if additional documentation of the change(s) is requested.

websites/social media, external stakeholders, inventories, and other databases as relevant:

1. University President
 2. President's Leadership Team (PLT)
 3. Provost Council
 4. Council of Academic Chairs (CAC)
 5. Human Resources
 6. Finance
 7. Budgets
 8. Payroll
 9. Institutional Advancement/ICM
 10. Registrar's Office
 11. Sponsored Programs and Research (SPAR)/Institutional Research
 12. Office of Assessment & Planning
 13. OIT
 14. Telecommunications
 15. Facilities
 16. P-Card Office
 17. Mail Room
 18. Campus Police
 19. Bookstore
 20. Library
 21. Counseling Services
 22. First Year Experience (FYE)
 23. Early College
 24. Enrollment Management & Student Affairs
 25. Financial Aid
 26. Academic Advising
 27. Graduate and Professional Studies
 28. SCSU-AAUP
6. Following the formal university-wide announcement from the Office of the Provost, department(s) incurring change(s) shall also inform students in the major(s), minor(s) concentration (s), graduate students' program, certificate, post-baccalaureate (s) of the relevant department change(s).

*As special committees of the Faculty Senate, Graduate Council and UCF may notify the Faculty Senate of concerns related to the proposed change(s) outlined in the notification.

**Receiving parties are responsible for notifying the Office of the Provost if additional documentation of the change(s) is requested.