

UC SANTA BARBARA POLICY AND PROCEDURE

Changing the Name of an Administrative Department

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CHANGING THE NAME OF AN ADMINISTRATIVE DEPARTMENT

I. SCOPE

This policy governs the act of changing the name of any UCSB department that is not academic. To change a name of an academic unit or program, see [Senate policies](#).

II. POLICY

Proposed administrative name changes are to be endorsed by the executive vice chancellor or vice chancellor to whom the department reports and then reviewed by all the vice chancellors. Thereafter, the chancellor may approve the administrative department name change.

The chosen name shall clearly convey the function the department performs or the service it provides and shall be sufficiently unique to avoid confusion with established department names.

All campus departments shall be notified of all approved name changes.