

The College of New Jersey

Guidelines for Approval and Communication of Department Name Changes

Overview

The College of New Jersey has designated the Office of Human Resources to be the official central repository for all data relating to staffing and organizational structure. As the central data repository the Office of Human Resources will assure that appropriate authorization has been secured when effecting organizational changes and those changes are communicated to all affected parties.

All departmental organizational changes, including departmental name changes, must be approved through the appropriate Cabinet Officer and submitted to the Office of Human Resources for review to determine the areas that are affected by the change in organizational structure and/or the naming convention. All changes require final approval of the Cabinet. It is recommended that all changes be completed at designated times during the year, for example, January 1st, July 1st, or September 1st to allow time for all of the required approvals and communication to the campus.

There are two ways to create a new department – 1) reorganization of present structure or 2) change of an existing department's name. The College of New Jersey defines a department as a distinct academic or administrative division of the College that houses employees. This process is not designed to include programs or initiatives conducted by departments.

Procedure

- 1) Departments must submit the Request for Department Name Change Form directly to the area Cabinet Officer. The area Cabinet Officer will vet the proposal with the appropriate stakeholders and report the change to the Vice President of Human Resources.
- 2) The Vice President of Human Resources will report the requested change to the Cabinet for final approval. Once Cabinet has approved the change, the Office of Human Resources will request a new budget number from Budget and Finance (for new departments only) and update information contained in the College's Employee Information System (EIS), which serves to update the campus On-Line Directory (OLD), the Employee Self-Service system (YESS), etc.
- 3) Public Relations and Communications will be informed of the change by the Office of Human Resources.

- 4) Public Relations will communicate the change to the campus. Only after the public communication should the department order new stationery, business cards and signage.

It is highly recommended that the department review all forms, documents, web pages and other web links before final approval to ensure that the name change is consistent throughout the campus when the change becomes effective.

Questions regarding this policy should be directed to the Office of Human Resources.