

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures
Jacksonville State University

POLICY NUMBER: II.13

DATE: April 2021

REVISION/REVIEW DATE:

SUBJECT: Academic Unit Name Change

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

This policy sets forth the approval process for proposals to rename an academic unit of Instruction to reflect a change in academic organization. A college is a large academic unit with a broad scope of degree granting programs covering multiple disciplines. A college may contain schools, departments, and centers. The multiple departments contained in a college require specific expertise to administer broad disciplines and execute administrative and budget responsibilities. Departments within a college are led by a department head. Colleges are overseen by a dean who reports to the Provost and Senior Vice President for Academic Affairs. A school is an academic unit within a college focused on teaching and research. Schools may be single or multidisciplinary and are similar to departments but are typically larger and may have multiple areas representing different academic programs. Schools typically offer a focused scope of degree programs. In some cases, a school may offer a single degree or a focal program with most of the school's enrollment plus a small handful of peripheral degree offerings. While the distinctions between a department and a school are highlighted, neither suggest that one entity is of greater stature than another. Instead, the distinction between a department or school is based on the disciplinary foci, national landscape, and institutional perspectives.

POLICY

This policy establishes the procedures for changing the designation of a department to a school and other academic name changes as appropriate. Changing the designation of a department to a school requires the agreement of the unit dean and a substantive rationale for the change in designation. The proposal will be vetted by the Dean's Council, with approval required from the Provost and Senior Vice President for Academic Affairs, the President's Cabinet, and Board of Trustees. A change in designation also requires notification to the Alabama Commission on Higher Education (ACHE). If the change is substantive, as defined by SACSCOC Substantive Change Policy, then notification and/or approval by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) may be required.

PROCEDURE

Justification for the name change must be detailed and provide the rationale as to why the change would benefit the university overall, faculty, and students.

The following steps are involved:

1. To ensure that changing the designation of a department to a school fits college and university priorities, the dean of the college must first discuss the change in designation with the provost. The provost must give approval for the process to continue.
2. A detailed proposal with an executive summary is created by the dean based on input and support from the faculty.
3. The dean presents the proposal for vetting to the Council of Deans.
4. Based on feedback from the Council of Deans, the Provost will either approve the proposal or possibly return it to the respective dean for further work, based on the feedback from the Council of Deans.
5. Once approved by the Provost, the proposal will be presented to the President to be reviewed by the President's Cabinet.

6. The approved proposal will then be reviewed by the Board of Trustees for their approval.
7. ACHE and SACSCOC are notified as required.
8. The Provost announces the date for implementation of the designation change after all applicable notification and approval criteria are met.

RESPONSIBILITY

This policy is the responsibility of the Provost and Senior Vice President for Academic Affairs.

EVALUATION

This policy will be reviewed at least every five (5) years.