**Policy 150: Department Name Change**

Category: Administration

Covered Individuals: All CEI Employees

##### Approved: 12/05/2024

**150.1 Policy**

The College of Eastern Idaho (CEI) permits departments to request a name change for reasons such as marketing, curricular alignment, accreditation, or disciplinary shifts. All name changes require approval from the President’s Advisory Council (PAC) and must not disrupt operational or branding integrity.

Department name changes can affect data accuracy, job codes, organizational charts, registrar records, signage, and brand recognition. Proposals must be carefully reviewed by relevant departments and approved by PAC to ensure compliance and prevent disruptions.

**150.2 Procedure**

The department requesting a name change must submit a written proposal to the President’s Advisory Council (PAC) for approval. The proposal should include:

* A rationale for the name change, including alignment with marketing goals (e.g., increasing enrollment), better reflection of curricula, accreditation needs, or shifts in discipline.
* An assessment of potential curricular and departmental impacts.
* A plan with a timeline addressing the operational, branding, and system-related impacts outlined below.

**Consideration of Impacts**

Departments must consider the following when proposing a name change:

* **Data Integrity and System Management**:  
  Since multiple department names will exist in the system over time, care must be taken to avoid data fragmentation or confusion when pulling historical information. A system for tracking names and their relevant timeframes must be implemented to prevent data discrepancies.
* **Job Codes and Titles**:  
  Any job codes or titles tied to the department’s old name must be reviewed and updated to reflect the new name. This includes ensuring accurate job titles and codes in HR systems.
* **Organizational Charts**:  
  Update the department’s placement within the organizational chart to reflect the new name, ensuring consistency across all internal documentation and systems.
* **Registrar and Catalog Updates**:  
  Changes must be reflected in the course catalog, student records, and other registrar documents, ensuring proper alignment with the new department name.
* **Branding and Signage**:  
  The department must assess the impact on both physical and digital branding, including:
  + Campus signage (e.g., building signs, office names)
  + Website updates
  + Flyers, promotional materials, and digital assets (e.g., email signatures, templates)
* **System Limitations**:  
  Due to system constraints, previous department names cannot be deleted, which means the list of department names will grow over time. The department must ensure this growth does not hinder system efficiency or create confusion.
* **Badges and Employee Materials**:  
  Ensure that all badges and identification materials display the correct department name. A clear transition timeline must be established to avoid discrepancies.