

SCHOOL, DEPARTMENT OR DIVISION NAME CHANGE

Section:	Administration (AD)
Subject:	Organization of the Institution

Legislation:	
Effective:	February 4, 2016
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is that SAIT has in place and follows a clear and consistent process when changing the name of a school, department or division.

PROCEDURE

1. A dean, director or designate who identifies the need to change the name of the school or department shall make a recommendation to the applicable vice president.
2. If a vice president believes that the name of a school, department or division should change, the vice president shall make a recommendation to Executive Management Committee.
3. If Executive Management Committee endorses the recommendation, the vice president shall present a motion for approval of the proposed new name to Management Council, no later than three months before the end of the current academic year.
4. If Management Council approves the proposed new name, the Board of Governors shall be informed of the change.
5. After the Board of Governors has been informed of the change, the new name shall be communicated to the SAIT community, including but not limited to the following divisions and departments:

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- a) Academic Division;
 - b) Alumni and Development;
 - c) Commercial Services;
 - d) Communications and Marketing;
 - e) Employee Services;
 - f) Facilities Management;
 - g) Finance;
 - h) Information Systems;
 - i) Office of the Registrar; and
 - j) XDocs
6. The new name shall be communicated to external agencies and organizations as applicable.

POLICY/PROCEDURE REFERENCE

AD.1.8 School, Department or Division Name Change policy

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PROCEDURE