



Must Know Information for Organizational Unit Name Changes

The *Organizational Unit Name Change Coversheet* and the *NSHE Organizational Unit Change Form* are used to propose a name change of an organizational unit, center, institute, department, school, or college.

All changes require the approval of those listed below prior to submission for NSHE Board of Regents approval.

- *College or school dean*
- *Dean of the Graduate College, if a graduate program*
- *Vice Provost for Academic Affairs*
- *Executive Vice President and Provost*

For questions or to find out the date of the next NSHE Academic Affairs Council meeting at which this change could be presented please contact the Office of the Vice Provost for Academic Affairs at 702-895-1267.

Helpful UNLV and NSHE definitions can be found here:

http://www.unlv.edu/sites/default/files/page_files/27/VPAA-BoardOfRegents-Definitions.pdf

All documents are to be submitted by the college or school dean to vpaa@unlv.edu.

Documents to submit:

- Organizational Unit Name Change Coversheet
- Dean's Letter of Support
- NSHE Organizational Unit Change Form

Please stay in contact with the Office of the Vice Provost for Academic Affairs at 702-895-1267 to track the progress of this request.

Once the Board of Regents provides the official notification of approval of elimination, a *Provost Alert* is issued by the Office of the Executive Vice President and Provost. The *Provost Alert* serves as the official notification to the campus of the name change. Once the Provost Alert has been issued, the unit can work with all campus units to notify them to implement the details of the name change.