



Title:	GUIDELINES FOR PRESENTATION AND APPROVAL BY FACULTY EXECUTIVE OF DEPARTMENT, SCHOOL, OR CENTRE NAME CHANGE
Approved:	February 2002
Updated:	November 2003
Audience:	All Faculty of Medicine members
Purpose:	To define the process of a name change for Departments, Schools or Centres.
Contact:	Dean's Office Faculty Affairs

Department Heads/School Directors/Centre Directors will bring proposals to formally change the name of Departments, Schools or Centres to Faculty Executive for information, discussion, and approval.

The Presentation by the Head/Director will include the following:

1. background and detailed justification for the name change.
2. proposed effective date.
3. confirmation that the proposed change has been endorsed and approved by the Department/School/Centre.

After approval by Faculty Executive, the Dean will forward the motion and justification to the President for approval by Senate.