



**Request for Department Name Change**

The College of New Jersey defines a Department as a distinct academic or administrative division of the College that houses employees. Departments do not necessarily include programs or initiatives that a department conducts.  
Please review all forms, documents, web pages and other web links before final approval to ensure that the name changes are consistent throughout the campus when the change becomes effective.

It is recommended that all changes be completed at a designated time during the year, i.e 1/1, 7/1 or 9/1.

Current Date

- Reorganization Resulting in a New Department**
- Department Name Change**  
*Must provide a list of all employees affected by the reorganization/change.*

**Current Department Name (not required if new dept)**

**New Department Name (limited to 30 characters)**

Effective Date of Name Change:

Person Requesting Change:

Department Supervisor:

Department Phone Ext:  Department Fax No.

Department Location:

Signature of Cabinet Member

Date:

Signature of HR Vice President

Date:

**HUMAN RESOURCES USE ONLY**

Cabinet Approval received?  Yes  No

Date:

Change Entered into EIS?  Yes  No

Date:

Public Relations notified?  Yes  No

Date:

Budget Number

*(To be assigned by Finance and Business Services)*