The proposalmust be presented in the format of a resolution, including a "Resolved" paragraph specifying the old and new name or names of the entity or entities to be re-named, the name of the college, and the effective date of the action. It must be followed by an "Explanation" paragraph. The Explanation should include a disclaimer to the effect that the action is a name change only and will not affect the tenure or seniority status of any faculty member of the school or department.No other documents are required by the Senate.

Example of a Name Change:

CHANGE IN THE NAME OF THE DEPARTMENT OF ART

BE IT RESOLVED that the Department of Art within Hunter College’s School of Arts and Sciences shall be re-named the Department of Art & Art History, effective term June 2013.

EXPLANATION: The Department of Art is a joint department offering graduate and undergraduate degrees in both Studio Art and Art History, which are related yet distinct fields. The name change more appropriately represents the department’s constitution, and recognizes the importance of Art History to the Department and the College. This is a name change only and will not affect the tenure or seniority status of any faculty member of the department.

Please notify the Senate office if the name change includes the name of an individual or organization being honored. A separate resolution must be presented at the meeting of the CUNY Board Committee on Faculty, Staff and Administration. Note that if a department offers both graduate and undergraduate programs, the proposed action must be approved by both Senate curriculum committees.