



SUPPLEMENT: Guidelines

Guideline: Department or Division Name Change

Recommendation Form

Please check one:

- Rename Existing Department/Division
- Establish New Department/Division

Rename Existing Department/Division:

Current Department/Division Name:	
Division (if applicable):	
Recommended Department/Division Name:	
Recommended by (originator):	
Rationale for request:	

Establish New Department/Division:

Recommended Department/Division Name:	
Division (if applicable):	
Department/Division Description:	
Recommended by:	
Rationale for request:	

Approvals:

Manager/Dean _____ Effective date _____

Vice President _____

President _____

Once approved, form will be returned to originator who is responsible for notification to the following departments:

- Business Office
- Central Services
- Facilities
- Human Resources
- Information Technology
- Marketing and Public Relations

Guidelines should be utilized for assistance with complying with Anoka-Ramsey and Anoka Technical Policies and Procedures and do not provide exclusive representation of Anoka-Ramsey and Anoka Technical Administrative and Managerial authority. Administration maintains inherent managerial right according to Minnesota State College Faculty (MSCF) Article 6, Section 1.

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History:

03.2012 Adopted.

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