



# HOLY SPIRIT UNIVERSITY OF KASLIK

## Changing the official name of an Academic Unit

JANUARY 2018

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### **Step 1: Clearance from the Ministry of Education and Higher Education**

Changing the legal and official name of a school at USEK requires a permission and clearance from the Ministry of Education and Higher Education in Lebanon.

This step is never performed before taking the consent of the concerned School, Dean, Provost and President. An approval on the change should be clearly reported in minutes of meeting for future reference. The Office of the Provost initiates the request and sends a letter to the ministry with USEK's representative.

### **Step 2: Disseminating the News**

Whenever the official clearance is received, the office of the Provost shall prepare an email to the Office of Vice President for Community Life to circulate the news to USEK community.

In addition, the Office of the Provost shall make sure to reach administrative units that might be affected with the name change of a School or Department. For example;

- International Affairs Office (for changes in agreements, partnerships, memberships and affiliations)
- Registrar's Office (for changes in Banner, certificates, transcripts, diplomas, contact sheets, etc.)
- Human Resources (for changes in contracts, salary and compensation system, signage, etc.)
- IT (for changes in the system, list of units, etc.)
- Social Services (for changes in titles of social workers and other related issues)
- Library (for changes in referencing, Scopus, references for Research and Publications, etc.)
- Regional University Centers (for changes in all communications, titles, signage, etc.)
- Admissions and Orientation Office (for changes in brochures, applications, academic rules, etc.)
- Quality Assurance and Institutional Effectiveness (for changes in records, Facts & Figures, USEK in numbers, accreditation and other reports, myusek, etc.)

### **Step 3: Fixing Communications issues**

The Office of the Provost shall arrange with OVPCL to convey to the Communications Office any update needed for the website (page by page), logo design, Ads, Facebook pages, other social media.

### **Step 4: Changes at the involved Academic Unit level**

The Office of the Provost shall coordinate with the involved Academic Unit to inform all their students and faculty members about the new School or Department appellation and gradually initiate the below alterations, whenever necessary, in:

- Business Cards
- Signatures
- Course Syllabi
- Lectures
- Mission of Faculty members
- Clubs/Groups/Chapters Facebook pages and other social media