

Complete Policy Title:

**Title Changes – Academic  
Administrators**

Policy Number (if applicable):

Approved by:

**Senate Executive Committee**

Date of Most Recent Approval:

**June 21, 2000**

Date of Original Approval(s):

**June 21, 2000**

Supersedes/Amends Policy dated:

Responsible Executive:

**Provost and Vice-President (Academic)**

Enquiries:

[Policy \(University Secretariat\)](#)

**DISCLAIMER:** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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When a Faculty is considering the creation of a new title or a change of title within a Faculty, the Dean should submit a proposal to the Provost with the rationale for the change. That proposal should include the terms of reference for the position (in the case of a title change, it is sufficient to send the terms of reference for the position that is being re-named). The Provost will consider the proposal and, in consultation with the Dean and the University Secretary, will decide whether the recommended changes reflect a change of title or a change of governance. If the change is one of title, the Provost shall report the title change to the Senate Committee on Appointments, and to Senate, and the matter then becomes a by-law issue and the Faculty (and, if necessary, Senate) will amend their by-laws to incorporate the title change. In contrast, if the matter is an issue of governance, the matter will be referred to Senate for approval after consideration and recommendation by the Senate Committee on Appointments.