Instructions:
1) The Request for Division/College/Department Organizational Changes/Name Changes form must be approved by the Divisional Vice President (or highest-ranking divisional employee) and submitted to hrhelp@winthrop.edu. (Vice Presidents are responsible for obtaining approval of the President for departmental name changes. Division and College name changes will require notification of the Board of Trustees – contact the Secretary to the Board for additional information.)
2) For organizational changes, an updated organizational chart must be submitted with the form that includes:
   a. Division/college/department names
   b. Department supervisors' names
   c. The names of each employee within a department and reporting structure
3) The form must clearly indicate funding org changes.

When division/college/department organizational structures and/or division/college/department names change, associated changes to university systems and processes are required to ensure uninterrupted internal operations and accurate internal and external reporting. See below for information regarding areas of responsibility associated with specific related tasks.

HR/Finance/IT Responsibility	Division/College/Department Responsibility
- Update reporting hierarchies in Banner, PeopleAdmin, and the ePAF system - Update funding org codes in Banner - Update online university directory - Update A-Z Index on Winthrop's Homepage - Update Outlook directory information	- Communicate approved division/college/department organizational changes and/or name changes to the campus community - Coordinate with University Communications and Marketing Web Developer to update appropriate division/college/department websites - Identify funds and manage tasks associated with printing (letterhead, envelopes, business cards, brochures, etc) and signage (door and building signs, etc. – contact Facilities Management) - Coordinate with IT to update departmental phone directory

Winthrop University

Division/College or Department Name Change

Complete top section of form and submit to hrhelp@winthrop.edu

Current Division	
Current Department	
Change requested	
Funding change needed	
Requested Effective Date	
Vice President Signature	

Internal Use Only
Employee changes in Banner and People Admin (HR)
Banner – Organizational Funding changes (Controller/Budget)
Banner - Division/Department Name/predecessor changes (HR/Controller)
People Admin Div/Dept name change (Support call)
PAF System (IT)
Website (Department/Web Development)
Organizational Chart (Department)
Completion Verification/Date: