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Status Report on Institutional Name Change

University of Texas at Tyler

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MEMORANDUM

To: All Tyler State College Personnel

From: James H. Stewart, Jr.

Subject: Status Report on Institutional Name Change

On May 26, 1975, as I am sure you are aware, Governor Dolph Briscoe signed House Bill 630 which changed the name of Tyler State College to Texas Eastern University. In accordance with state law, the name change is not formally effective until August 24, 1975 -- ninety days following the date on which the bill was signed.

Although the name change is not official until August 24, 1975, there are several ways in which the new name can and should be used between now and that date. Likewise, there are instances when the Tyler State College designation should be used exclusively. In order to insure uniformity and consistency in the use of the two institutional names and at the same time initiate certain procedures that will assist in what could be called a transition period over the next three months, the following is given for information and guidance:

1. All documents of a legal nature, e.g., contracts, purchase orders, requisitions, travel vouchers, personnel forms, etc., should carry the Tyler State College designation until August 24, 1975. It might be desirable, in some cases, to make a note on certain documents indicating that Tyler State College will become Texas Eastern University on August 24, 1975.

2. Individual office designations on letterhead will be eliminated on all stationery ordered for use prior to the date for the official name change. This will permit general use of the stationery throughout the institution. If there is surplus TSC stationery available within the institution toward the end of the time when the new name is effective, it can be transferred to offices that may need an additional supply. I have requested Mr. A. Wayne Criswell, business manager, to work with Administrative Council members in coordinating our efforts relative to this matter and the matter of ordering Texas Eastern University stationery. Mr. Criswell will distribute additional information pursuant to these subjects in the near future.
Stationery ordered for use prior to August 24, 1975 will have imprinted across the bottom of each sheet "Tyler State College will become Texas Eastern University on August 24, 1975." This will assist in our efforts to make known our name change to those with whom we correspond.

3. As an additional means of informing the public about the name change, I feel that it is desirable to utilize both institutional names in the body of correspondence or other external communications written prior to August 24, 1975. For example, this can be accomplished by referring to the institution as follows:

   Thank you for your letter of June 3, 1975 through which you expressed interest in Tyler State College/Texas Eastern University.

   Of course, the institution can also be referred to as TSC/TEU.

4. All news releases from the college will designate our institution as Tyler State College/Texas Eastern University or TSC/TEU.

I am sure this communication will not answer all questions or clarify every situation within the institution about the appropriate usage of the Tyler State College/Texas Eastern University names. Therefore, I invite you to discuss questions or problems connected with the name change with either of the vice presidents or me at any time.

JHS:rc