

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY # 5**

**CHANGE IN THE ORGANIZATION OF COLLEGES, SCHOOLS, DIVISIONS,
DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS
West Virginia University and Regional Campuses**

Section 1. General

- 1.1 Scope - This rule establishes West Virginia University Board of Governors procedures to change administrative organization within an institution.
- 1.2 Authority - West Virginia Code §18B-1-6, Higher Education Policy Commission Series 13
- 1.3 Effective Date – September 6, 2002

Section 2. Policy

- 2.1 An institution may implement changes in the organization of colleges, schools, divisions, departments or other administrative units within the institution which are at or above the departmental level for purposes of organizational efficiency or administrative purposes. The president of the institution shall inform the Board of Governors of any such change prior to its implementation. Changes at the College or School level and any proposals for major new programs, services or structures shall be submitted to the Chancellor of the Higher Education Policy Commission at least 30 days prior to implementation. The West Virginia Higher Education Policy Commission has reserved the right to consider and take action on any change that affects the mission of the institution or otherwise has statewide impact.
- 2.2 The president's written notification to the Board of Governors and the Chancellor shall confirm that appropriately elected faculty, classified staff, student representatives and/or organizations were consulted prior to implementing any organizational change to which this provision applies.
- 2.3 The organizational changes to which this provision applies do not include staff changes for existing positions within the institution or organizational changes below the departmental level.