

**SHEPHERD UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 2**

**TITLE: CHANGE IN THE ORGANIZATION OF COLLEGES, SCHOOLS,  
DIVISIONS, DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS**

*SECTION 1. GENERAL*

- 1.1 Scope - This policy establishes the procedures to change administrative organization within the institution.
- 1.2 Authority - West Virginia Code §18B-1-6, §18B-2A-4
- 1.3 Effective Date – March 21, 2006, Amending the January 10, 2002 Version of the Policy.

*SECTION 2. POLICY*

- 2.1 The Board hereby finds that the organizational structure of the University is as set forth in the attached chart, Appendix A, and such structure is hereby ratified and approved by the Board.
- 2.2 Approval by the Board of Governors is required prior to implementation of the following changes in the organizational structure of the institution:
  - 2.2.1 Creating any new college, school, division, or department that provides instruction, which units are designated as category [1] in Appendix A;
  - 2.2.2 Renaming of any existing college, school, division, or department that provides instruction or is otherwise designated as category [1] in Appendix A;
  - 2.2.3 Creating any new administrative division or unit headed by an individual who reports directly to the President as designated as category [1] in Appendix A.
- 2.3 The President shall provide written notification to the Executive Committee prior to discontinuing, combining, or reorganizing any existing college, school, division, department, center, institute, or other unit which provides instruction (designated as category [1] in Appendix A) or creating any new non-instructional administrative unit designated as category [2] in Appendix A.
- 2.4 The President's written notification pursuant to Section 2.3 to the Executive Committee shall confirm that appropriately elected faculty, classified staff, and student representatives and/or organizations were consulted prior to implementing or seeking approval of any change governed by this policy. The notification shall also include the appropriate revision to Appendix A, and the President is authorized to amend Appendix A to reflect changes under Section 2.3.
- 2.5 The Board delegates to the discretion of the President the authority to make organizational changes as to units not designated as category [1] or [2] units on Appendix A.

# APPENDIX A

## BOG

## PRESIDENT

### **Academic Affairs (Provost) [1]**

- School of Arts and Humanities (Dean of) [1]
  - Department of Contemporary Art and Theater [1]
  - Department of English and Modern Languages [1]
  - Department of History [1]
  - Department of Mass Communications [1]
  - Department of Music [1]
- School of Business and Social Sciences (Dean of) [1]
  - Department of Accounting [1]
  - Department of Business Administration and FACS [1]
  - Department of Economics and Finance [1]
  - Department of Political Science [1]
  - Department of Psychology [1]
  - Department of Social Work [1]
  - Department of Sociology and Geography [1]
- School of Education and Professional Studies (Dean of) [1]
  - Department of Education [1]
  - Department of Health, Physical Education and Recreational Studies [1]
  - Department of Nursing Education [1]
- School of Natural Sciences and Mathematics (Dean of) [1]
  - Department of Biology [1]
  - Department of Chemistry [1]
  - Department of Computer and Information Sciences, Mathematics and Engineering [1]
  - Institute of Environmental and Physical Sciences [1]
- Academic Advisement [2]
- Graduate Education (Dean of) [1]
- Honors Program (Director of) [1]
- Libraries and Information Sciences (Dean of) [1]
- RBA Program [1]
- Teaching and Learning (Dean of) [1]
  - Academic Support [1]

### **Finance (Vice President of) [1]**

- Director of Finance [2]
- Procurement (Executive Director of) [2]

### **Administration (Vice President of) [1]**

- Auxiliaries (Director of) [2]
- Facilities (Director of) [2]
- Information Technology (Director of) [2]
- University Police (Chief) [2]

### **Enrollment Management (Vice President of) [1]**

- Admissions (Director of) [2]

Financial Aid (Director of) [2]  
Registrar [2]

**General Counsel** [1]  
Human Resources (Director of) [2]

**Student Affairs (Vice President of)** [1]  
Assistant VP Student Engagement [2]  
Dean of Students [2]

**Athletics (Vice President of)** [1]

**University Communications (Executive Director of)** [1]