

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 February 14, 2019 Amending the March 21, 2006 Version of the Policy.

SECTION 2. POLICY

- 2.1 Approval by the Board of Governors is required prior to implementation of the following changes in the organizational structure of the institution:
 - 2.1.1 Creating any new college, school, or other division consisting of multiple academic units providing instruction, or creating a department or other unit that provides instruction, independently of established colleges, schools and other divisions; these units are designated as category [1] in Appendix A;
 - 2.2.2 Renaming of any existing college, school, or division 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 creating, discontinuing, combining, or reorganizing any existing department, center, institute, or other unit which provides instruction as (designated as category [2] in Appendix A) or discontinuing or reorganizing a 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 – June 2021

PRESIDENT

Academic Affairs (Provost and Vice President for Academic Affairs) [1]

College of Arts, Humanities and Social Sciences (Dean of) [1]

Division of Arts and Humanities [1]

Department of Communication [2]

Department of Contemporary Art and Theater [2]

Department of English and Modern Languages [2]

Department of History [2]

School of Music [1]

Division of Social and Behavioral Sciences [1]

Department of Government, Geography and Global Studies [2]

Department of Psychology [2]

Department of Social Work [2]

Department of Sociology, Criminology and Criminal Justice [2]

College of Business (Dean of) [1]

Department of Accounting [2]

Department of Business Administration [2]

Department of Economics and Finance [2]

College of Science, Technology, Engineering and Mathematics (Dean of) [1]

Department of Biology [2]

Department of Chemistry [2]

Department of Computer Science, Mathematics and Engineering [2]

Department of Environmental and Physical Sciences [2]

College of Nursing, Education and Health Sciences (Dean of) [1]

School of Education [1]

School of Nursing [1]

School of Recreation, Sport, and Exercise Sciences [1]

School of Graduate and Professional Studies (Dean of) [1]

Ruth Scarborough Library and Center for Teaching, Learning and Instructional Resources (Dean of) [2]

Finance/Administration (Vice President for) [1]

Campus Services (Associate Vice President for) [2]

Finance (Associate Vice President for) [2]

Information Technology Services (Director of) [2]

Office of Sponsored Programs (Director of) [2]

Physical Plant (Manager of) [2]

Enrollment Management (Vice President for) [1]

Admissions (Director of) [2]

Financial Aid (Director of) [2]

Registrar [2]

Student Affairs (Vice President for) [1]

Athletics (Vice President for) [1]

Diversity, Equity, and Inclusivity (Associate Vice President) [1]

TRIO Programs (Director of) [2]

University Communications (Executive Director of) [1]

Community Relations (Director of) [1]

General Counsel [1]

Human Resources (Director of) [2]