

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 - August 18, 2023 Amending the June 10, 2021 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;
 - 2.1.2 Renaming of any existing college, school, or division designated as category [1] in Appendix A;
 - 2.1.3 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.