

FILED

TITLE 128
PROCEDURAL RULE
~~WEST VIRGINIA BOARD OF REGENTS~~
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES

MAY 1 3 04 PM '96

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

SERIES 2
~~POLICY REGARDING CHANGE IN THE ADMINISTRATIVE~~
~~ORGANIZATION OR IN THE STRUCTURE OF COLLEGES, SCHOOLS,~~
~~DIVISIONS, DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS~~
~~WITHIN UNIVERSITIES AND COLLEGES~~

§128-2-1. General.

- 1.1. Scope. -- This rule establishes University System procedures to change administrative organization within an institution ~~under control of the Board of Regents.~~
- 1.2. Authority. -- W. Va. Code §~~18-26-8~~ 18B-1-6, 18B-1-8
- 1.3. Filing Date. -- ~~December 13, 1970~~
- 1.4. Effective Date. -- ~~January 12, 1974~~

§128-2-2. Policy.

~~Recognizing that each major change in the administrative organization or in the structure of colleges, schools, divisions, departments or other administrative units within universities and colleges has budgetary and program implications, the Board has enacted the following resolution:~~

~~—2.1. RESOLVED, That the president of each state college and university shall submit to the Board of Regents a request with full justification for any proposed major change in the administrative organization of the institution or in the structure of its colleges, schools, divisions, departments or other administrative and academic units; and~~

- 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. The president of the institution shall inform the chancellor of any such change prior to its implementation. The Board of Trustees, however, reserves the right to consider and take action on any change which affects the mission of the institution or otherwise has statewide impact.

~~—2.2. BE IT FURTHER RESOLVED, That no such change shall be put into effect without the prior approval of the Board of Regents—~~

- 2.2 The president's written notification to 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.

COMMITTEE: Finance, Institutional Affairs, and Governance

INSTITUTION: All

ITEM: Revision of Series 2, *Change in the Organization of Colleges, Schools, Divisions, Departments or Other Administrative Units*

RECOMMENDATION: It is recommended that the Board of Trustees approve the revised draft of Series 2, *Change in the Organization of Colleges, Schools, Divisions, Departments or Other Administrative Units*.

STAFF MEMBER: Bruce Flack

BACKGROUND: The Finance, Institutional Affairs and Governance committee reviewed a proposed revision to Series 2, *Change in the Organization of Colleges, Schools, Divisions, Departments or Other Administrative Units* at the January Board of Trustees meeting, and referred the proposal to the campuses for comment. Following a review by the institutional presidents, the revision presented to the Board last month has been slightly modified. The new draft provides that administrative changes below the department level do not fall under the policy. It further provides that the policy does not apply to staff changes for existing positions within the institution or organizational changes below the departmental level.

The current policy requires that any major change in administrative organization of an institution or its units must be approved by the Board. The proposed revision permits institutions to implement administrative changes at the department level or above following notification to the chancellor. In this policy, the Board of Trustees reserves the right to approve changes that affect institutional mission or in other ways have statewide impact.

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Changes in Organization of Colleges, Schools, Divisions, Departments, or Other Administrative Units

Type of Rule Legislative Interpretive XX Procedural

Agency University System of West Virginia Board of Trustees

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$	\$	\$	\$	\$
Personal Services					
Current Expense					
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates

No cost is involved in the implementation of this rule.

3. Objectives of these rules

To establish procedures by which the Chancellor will be notified of changes in the organizational structure of institutions within the University System.

4. Explanation of Overall Economic Impact of Proposed Rule

A. Economic Impact on State Government

None

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of citizens.

None

C. Economic Impact on Citizens/Public at Large

None

Date: March 6, 1996

James W. Daniels
Signature of Agency Head or Authorized Representative

DEPARTMENT OF EDUCATION AND THE ARTS
Office of the Secretary

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MAY 1 3 01 PM '96

Gaston Caperton
Governor

OFFICE OF WEST VIRGINIA
Barbara Harmon-Schamberger
Cabinet Secretary

April 30, 1996

The Honorable Ken Hechler
Secretary of State
State Capitol Building
Charleston, WV 25305


Dear Secretary Hechler,

I hereby grant consent as required pursuant to WV Code §5F-2-2 for the promulgation of the following procedural rule of the University System of West Virginia Board of Trustees:

Title 128, Series 2: Changes in Organization of Colleges, Schools, Divisions,
Departments, or Other Administrative Units

A copy of the rule is attached.

Sincerely,


Barbara Harmon-Schamberger
Secretary

BHS:mc

Attachment

cc: Dr. Charles Manning
Dr. John Thralls

UNIVERSITY SYSTEM OF WEST VIRGINIA BOARD OF TRUSTEES

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Kay Goodwin
Chairman

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE
Charles W. Manning
Chancellor

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May 1 3 02 PM '96

March 6, 1996

Ms. Barbara Harmon-Schamberger
Secretary, Education and the Arts
Room 151, Main Capitol Building
Capitol Complex
Charleston, West Virginia 25305

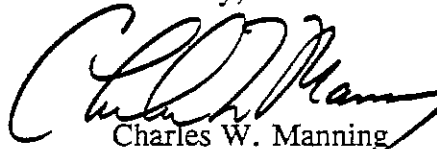
Dear Secretary Harmon-Schamberger,

The following procedural rule was adopted for promulgation by the University System of West Virginia Board of Trustees at the February 23, 1996 Board meeting.

Title 128, Series 2: Changes in Organization of Colleges, Schools, Divisions,
Departments, or Other Administrative Units

Could you please review the attached and, if you approve, forward to the Secretary of State for filing and public comment. Thank you.

Sincerely,



Charles W. Manning
Chancellor

Attachments

Marshall University
University of West Virginia College of Graduate Studies
West Virginia School of Osteopathic Medicine
West Virginia University
Potomac State College of West Virginia University
West Virginia University at Parkersburg