

**WEST VIRGINIA
SECRETARY OF STATE**

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

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SEP 26 9 35 AM '96

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Form #5

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: University System Board of Trustees TITLE NUMBER: 128

CITE AUTHORITY: WV Code Sections 18B-1-1a; 18B-1-1b; 18B-1-8; 18B-1-8a

RULE TYPE: PROCEDURAL XX INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES X, NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 2

TITLE OF RULE BEING AMENDED: Changes in Organization of Colleges,
Schools, Divisions, Departments, or Other Administrative Units

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS Oct. 28, 1996

Barbara Norman Stenberg

DEPARTMENT OF EDUCATION AND THE ARTS

Office of the Secretary

State Capitol Bldg. 1, R-151
Charleston, West Virginia 25305
Telephone: (304) 558-2440
Fax No.: (304) 558-1311

Gaston Caperton
Governor

Barbara Harmon-Schamberger
Cabinet Secretary

September 23, 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 final filing 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:th

Attachment

cc: Dr. Clifford Trump
Dr. John Thralls

TITLE 128
PROCEDURAL RULE
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 2

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

SEP 26 9 35 AM '96

FILED

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

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes University System procedures to change administrative organization within an institution.
- 1.2 Authority - *West Virginia Code* §18B-1-6, 18B-1-8
- 1.3 Filing Date -
- 1.4 Effective Date -

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. 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 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.

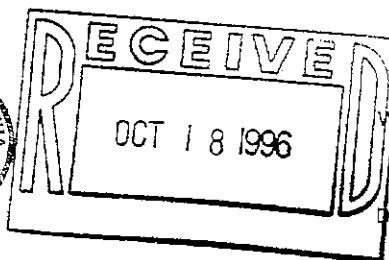
KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

STEPHEN N. REED
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

Telephone: (304) 558-6000
Corporations: (304) 558-8000
FAX: (304) 558-0900



WILLIAM H. HARRINGTON
Chief of Staff

JUDY COOPER
Director, Administrative Law

PENNEY BARKER
Supervisor, Corporations

STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

(Plus all the volunteer
help we can get)

SEP 23 10 37 AM '96

FILED

TO: JOYCE DANIELS

AGENCY: TRUSTEES

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: October 11, 1996

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 2 TITLE: 128 TRUSTEES

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: Joyce Daniels

TITLE OF PERSON SIGNING: Executive Assistant to the Chancellor

DATE: 10/21/96

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.

**TITLE 128
PROCEDURAL RULE
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES**

**SERIES 2
CHANGE IN THE ORGANIZATION OF COLLEGES, SCHOOLS, DIVISIONS,
DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS**

§128-2-1. General.

1.1. Scope. -- This rule establishes University System procedures to change administrative organization within an institution.

1.2. Authority. -- W. Va. Code §§18B-1-6, 18B-1-8.

1.3. Filing Date. -- September 26, 1996.

1.4. Effective Date -- October 28, 1996.

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.

§128-2-2. 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. 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. 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.