

WEST VIRGINIA  
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

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1992 JUL 10 PM 3:19

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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

STATE COLLEGE SYSTEM  
AGENCY: BOARD OF DIRECTORS TITLE NUMBER: 131

CITE AUTHORITY: WV Code 18B-1-6, 18B-1-8

RULE TYPE: PROCEDURAL  INTERPRETIVE \_\_\_\_\_

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

AMENDMENT TO AN EXISTING RULE: YES , NO \_\_\_\_\_

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 2

TITLE OF RULE BEING AMENDED: Change in the 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 Aug 9, 1992

*John Gaines*

2.60

**TITLE 131  
PROCEDURAL RULE  
STATE COLLEGE SYSTEM OF WEST VIRGINIA  
BOARD OF DIRECTORS  
SERIES 2**

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JUL 10 PM 3:19  
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SECRETARY OF STATE

**TITLE :** CHANGE in the ORGANIZATION of COLLEGES, SCHOOLS, DIVISIONS, DEPARTMENTS or OTHER ADMINISTRATIVE UNITS

**SECTION 1. GENERAL**

- 1.1 Scope - This rule establishes the procedures to change administrative organization within an institution.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-1-8
- 1.3 Filing Date - July 10, 1992
- 1.4 Effective Date - August 9, 1992
- 1.5 Repeal of Former Rule - Repeals and replaces Series 2 effective January 12, 1971.

**SECTION 2. POLICY**

- 2.1 Approval by the State College System Board of Directors is required prior to implementation of the following changes in the organizational structure of any institution in the State College System:
  - 2.1.1. Creating any new college, school, division, or department that provides instruction.
  - 2.1.2. Renaming of any existing college, school, division, or department that provides instruction.
  - 2.1.3. Creating any new administrative division or unit headed by an individual who reports directly to the president.

- 2.2. The president of each institution in the State College System shall provide written notification to the chancellor prior to discontinuing, combining, or reorganizing any existing college, school, division, department, center, institute, or other administrative unit or creating any new non-instructional administrative unit, other than those specified in Subsection 2.1.3.
- 2.3 ~~The president shall consult with institutional staff, faculty, and students before~~The president's written notification to the chancellor 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 pursuant to this rule.

**TITLE 131  
PROCEDURAL RULE  
STATE COLLEGE SYSTEM OF WEST VIRGINIA  
BOARD OF DIRECTORS  
SERIES 2**

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SECRETARY OF STATE

**TITLE :** CHANGE in the ORGANIZATION of COLLEGES,  
SCHOOLS, DIVISIONS, DEPARTMENTS or OTHER  
ADMINISTRATIVE UNITS

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- 2.2 The president of each institution in the State College System shall provide written notification to the chancellor prior to discontinuing, combining, or reorganizing any existing college, school, division, department, center, institute, or other administrative unit or creating any new non-instructional administrative unit, other than those specified in Subsection 2.1.3.
- 2.3 The president's written notification to the chancellor 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 pursuant to this rule.

# STATE COLLEGE SYSTEM of WEST VIRGINIA

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Paul B. Marion  
Chancellor

Cecil H. Underwood, Chair  
Board of Directors

July 10, 1992

The Honorable Ken Heckler  
Secretary of State  
Building 1, Suite 157-K  
Charleston, WV 25305

Dear Secretary Heckler:

As a result of oral comments received from the State College System Advisory Council of Faculty (FAC) during the public comment period, the following changes were made to the enclosed proposed revised State College System rules:

Title 131, Series 2, *Change in the Organization of Colleges, Schools, Divisions, Departments or other Administrative Units*, amended to clarify that "appropriately elected" faculty, classified staff, and student representatives and organization must be consulted prior to implementing or seeking approval of any change in the organization. (Section 2.3)

Title 131, Series 10, *Sabbatical Leave*, amended to require an annual report from the Chancellor to the Board summarizing information about sabbatical leaves granted by the institutions during the previous year. (Section 4.1)

Copies submitted with the Notice of Agency adoption of the above-mentioned rules reflect such revisions.

Sincerely,



Paul Marion

FILED  
JUL 19 1992  
STATE COLLEGE SYSTEM  
CHARLESTON, WV

**TITLE 131  
PROCEDURAL RULES  
STATE COLLEGE SYSTEM OF WEST VIRGINIA  
BOARD OF DIRECTORS**

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

**§131-2-1. General.**

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

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

1.3. Filing Date. -- July 10, 1992

1.4. Effective Date. -- August 9, 1992

**§131-2-2. Policy.**

2.1. Approval by the State College System Board of Directors is required prior to implementation of the following changes in the organizational structure of any institution in the State College System:

2.1.1. Creating any new college, school, division, or department that provides instruction.

2.1.2. Renaming of any existing college, school, division, or department that provides instruction.

2.1.3. Creating any new administrative division or unit headed by an individual who reports directly to the president.

2.2. The president of each institution in the State College System shall provide written notification to the chancellor prior to discontinuing, combining, or reorganizing any existing college, school, division, department, center, institute, or other administrative unit or creating any new non-instructional

administrative unit, other than those specified in Subsection 2.1.3.

2.3. The president's written notification to the chancellor 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 pursuant to this rule.