

**BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
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 Filing Date - Effective Date –January 10, 2002

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, 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 shall provide written notification to the Chair 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 Chair 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 policy.