

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 1**

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

**Effective Date: December 5, 2001**

**Amended:**

**Repealed:**

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**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-1-8
- 1.3 Effective Date: July 1, 2008

**SECTION 2. POLICY**

- 2.1 Approval by the Pierpont Community & Technical College Board of Governors is required prior to implementation of the following changes in the organizational structure of any school, department, or other administrative units of Pierpont Community & Technical College:
  - 2.1.1. Creating any new school or department that provides instruction.
  - 2.1.2. The naming or renaming of any existing school or department that provides instruction.
  - 2.1.3. Creating any new administrative unit headed by an individual who reports directly to the president.
- 2.2 The President of Pierpont shall provide written notification to the Chair of the Board of Governors prior to discontinuing, combining, or reorganizing any existing school, department, or other administrative unit, other than those specified in Subsection 2.1.3.
- 2.3 The President's written notification to the Chair of the Board 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.