

**TITLE 135  
PROCEDURAL RULE  
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE  
EDUCATION**

**SERIES 13  
CHANGE IN THE ORGANIZATION OF COLLEGES OR SCHOOLS**

**§135-13-1. General.**

1.1. Scope. -- This rule establishes a process to change administrative organization within an institution.

1.2. Authority. -- West Virginia Code §18B-1-6, §18B-2B-6.

1.3. Filing Date. -- August 26, 2005.

1.4. Effective Date. -- September 30, 2005.

**§135-13-2. Policy.**

2.1. The governing board of an institution may implement changes, without approval of the Council in the organization of colleges, or schools, within the institution, for organizational efficiency or administrative purposes, but not to implement a major new program, service or structure. The president of the institution shall inform the Chancellor of any such change at least thirty (30) days prior to its implementation. The Council reserves the right to consider and take action, up to and including disapproval, on any change which changes the mission of the institution or affects the statewide master plan.

2.2. The president's written notification to the Chancellor shall confirm that appropriately elected faculty, classified employees, 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 college or school level.