



**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS RULE 1.3
ORGANIZATIONAL CHANGES
NAMING/RENAMING OF UNITS OR FACILITIES**

Approval Date: July 29, 2002

Effective Date: July 29, 2002

Revision History: Prior BOG Policy 4 and BOG Policy 5

President's Signature: On File

SECTION 1: Purpose and Scope.

- 1.1 The purpose of this Rule is to establish guidelines to change administrative organization and the naming or renaming of buildings or organizational units at West Liberty University.
- 1.2 This Rule requires all employees to avoid conflicts between their personal interests and their public responsibilities. This Rule is not intended as a comprehensive treatment on the subject of ethics. It only highlights key elements of the Ethics Act and supplements Higher Education Policy Commission regulations.

SECTION 2: Administrative Organization Policy.

- 2.1 Approval by the West Liberty University Board of Governors is required prior to implementation of the following changes in the organizational structure of West Liberty University:
 - 2.1.1 Creating any new school, division, or department that provides instruction.
 - 2.1.2 Renaming of any existing 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 West Liberty University shall provide written notification to the West Liberty University Board of Governors prior to discontinuing, combining, or reorganizing any existing school, division, or department other than those specified in Subsection 2.1.3.
- 2.3 The president's written notification to the West Liberty University Board of Governors shall confirm that appropriately elected faculty, staff, and student representatives and/or organizations were consulted prior to implementing or seeking approval of any change pursuant to this rule.



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- 2.4 The president shall provide written notification to the chancellor of any changes made pursuant to this rule.

SECTION 3: Naming or Renaming of Buildings or Organizational Units.

- 3.1 Approval by the West Liberty University Board of Governors is required for the naming or renaming of buildings and organizational units, such as schools and departments at West Liberty University.
- 3.2 The president of the institution is responsible for making the recommendation to the Board of Governors.
- 3.3 The recommendation will be consistent with naming guidelines regarding requisite gift levels for naming of campus facilities and organizational units as outlined in West Liberty's current gift acceptance policies.

SECTION 4: Authority

- 4.1 W.Va. Code §§18B-1-6, 18B-2A-4.