

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: III:08:00

Subject: **Guidelines and Procedures for Planning Internal Administrative and Academic Reorganization of the College**

I. General Guidelines

- A. Related academic programs should be encompassed within the same administrative structure with room for diversity in the organizational patterns to accommodate specialized programs.
- B. Self-determination with regards to departmental preference should be allowed to operate in a reasonable fashion within the framework of College-wide goals and overall functional determinations.
- C. **Schools** should be organized on the basis which will best enhance clearly defined objectives.
- D. Titles assigned to faculty, administrators, and other members of the staff should indicate as clearly as possible their particular responsibilities in aiding students in their educational pursuits.
- E. Administrative positions should have clearly defined and stated responsibilities with clearly written, publicly available job descriptions.
- F. The Administrative structure should facilitate optimum communication among students, faculty, and administration.
- G. All personnel lines should be used to provide the most effective situation to help students learn.
- H. Lines of administrative responsibility should be defined so as to clearly limit to an optimum number the people responsible to any one individual.

II. Procedures

- A. Administrative restructuring of the organization of the College shall be preceded by the publication of a notice in the *College Bulletin*. Such an announcement must include the name(s) of the originator(s) and the date on which the proposed change was received. Publication of the announcement should follow as soon

after the date of receipt of the proposed change as physically possible, and in any case not later than three weeks prior to the end of the academic year except in very extenuating circumstance.

- B. Units interested in or concerned with such programs shall have the option of placing the item of concern on the agenda of their unit's meeting, and they will be afforded the privilege of extending an invitation to the originator(s) of such actions and changes to attend the unit meeting. If the unit then decides that the proposed action would affect it in any significant way, it shall be entitled to elect a committee to meet with the President of the College or the President's designee for consultation on the matter of concern. For purpose such as those mentioned above, the United Student's Government (USG) shall be considered a unit. Should a majority of departments within one of the three Facilities (Applied Science and Education, Arts and Humanities, Natural and Social Science) desire consultation regarding the creation of new programs or changes in organization, a committee of that Faculty shall be formed in lieu of departmental or unit committees, for consultation purpose.
- C. The committee's size and membership shall be determined by the voting faculty members of that unit. The committee's faculty membership shall be selected within seven days of the receipt of the *Bulletin* announcement. After attaining its full membership, the committee will elect a chairman who shall secure the appropriate meeting(s) with the President or the President's designee and report the committee's recommendations both to the President and the committee's unit. Reports on such meetings shall be written and filed with the unit, the USG, and the Secretary of the College Senate. In the event that the administration and the committee cannot resolve differences, the committee's report should clearly explain the areas of disagreement between administration and faculty.