

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 36**

**SEPARATION OF ACADEMIC PROGRAMS AND PERSONNEL  
AT ADMINISTRATIVELY LINKED INSTITUTIONS  
Applies to: C&TC at WVUIT and WVUIT**

**Section 1. General**

- 1.1 Scope - Rule establishing guidelines for separation of academic programs and personnel at administratively linked institutions.
- 1.2 Authority - West Virginia Code § 18-3C-12(b)(3)
- 1.3 Effective Date – June 2, 2006

**Section 2. Background**

- 2.1 In compliance with legislation, West Virginia University Institute of Technology separated academic programs and personnel upon the independent North Central Association accreditation of the Community and Technical College at West Virginia University Institute of Technology, resulting in two institutions being co-located on one campus who share defined central administrative services.

**Section 3. Definitions**

- 3.1 The following definitions shall apply to this rule::

*Degree-granting institution*—the institution that awards the degree

*Home institution*—the institution with academic and administrative responsibility for the degree program

*Shared programs*—academic areas with both an associate and baccalaureate degree option that have been designed for seamless transfer (e.g., AS Printing Technology and BS Printing Management)

**Section 4. Academic Programs**

- 4.1 Awarding of Degrees and Student Classification
  - 4.1.1 All certificate and associate degrees shall be awarded by the Community and Technical College at West Virginia University Institute of

Technology. All baccalaureate and master's degrees shall be awarded by West Virginia University Institute of Technology.

#### 4.2 Student Classification

- 4.2.1 Headcount and Full-time Equivalent (FTE) reporting for respective institutional enrollment shall follow the degree designation of students in accordance with 4.1.1.
- 4.2.2 Tuition and fee assessment shall follow the degree designation of students in accordance with 4.1.1 and as stipulated in approved tuition and fee schedules of the respective institutions.

#### 4.3 Administration of Shared Programs

- 4.3.1 Content area faculty will maintain curricular control over academic programs within the discipline. Any curricular changes in shared programs must be brought before the appropriate Academic Affairs Committee (certificate and associate program changes to the Community and Technical College at West Virginia University Institute of Technology (CTC at WVU Tech) Academic Affairs Committee and baccalaureate and master's program changes to the West Virginia University Institute of Technology (WVU Tech) Academic Affairs Committee.
- 4.3.2. Academic departments with shared programs shall be assigned a home institution determined by the educational philosophy and/or primary enrollment patterns of the discipline.
- 4.3.3. Administrative liaisons for shared programs shall be appointed by the home institution to sit on the appropriate administrative groups of the degree-granting institution and shall represent the academic program on the Academic Affairs Committee at the degree-granting institution. The liaison shall complete all reports required for the degree designation; be responsible for the recruitment, advising, retention, and tracking of students in the shared program; serve as a communication link to the academic department at the home institution in which the academic program resides; and assist with coordination of faculty, laboratories, and classes.
- 4.3.4 The division director and/or department chair at the designated home institution shall manage all academic and fiscal matters for shared programs.

**Section 5. Tuition and Fees**

- 5.1. Tuition and fees shall be charged by the appropriate degree-granting institution in accordance with Section 4.1 and 4.2.
- 5.2. Program and laboratory fees for shared programs shall be transferred to the academic department at the home institution in accordance with the approved chargeback contract.

**Section 6. Faculty**

- 6.1 Faculty classifications shall be dependent upon the designated home institution for the academic program.
- 6.2 Faculty appointment, salary, promotion, and tenure policies of the home institution shall prevail for faculty members.

**Section 7. Staff**

- 7.1 Staff classifications shall be assigned based upon the primary job function of the position in relation to the appropriate institutional mission and/or designated home institution status for academic programs.
- 7.2 Staff performing centralized functions for both institutions shall be employees of West Virginia University Institute of Technology. The CTC at WVU Tech shall transfer funds for its proportionate share of centralized staff services based on the annual chargeback contract between the institutions.
- 7.3 Staff appointment, salary, and classification policies of the home institution shall prevail for staff members.