

Guidelines for Designation as a School Western Illinois University

The University will recognize subdivisions of existing colleges as schools rather than departments when:

1. Documentation is presented that this designation is consistent with professional norms of the discipline.
2. If applicable, accreditation standards otherwise subscribed to recommend the adoption of this designation.
3. The unit adheres to the University policies and procedures consistent with a departmental status, as examples: governance right and responsibilities as well as personnel practices are unchanged by this title change.
4. The designation has the endorsement of the majority of the tenure/tenure track faculty in the affected unit, Department Chairperson, Dean, Provost, and President.
5. The University does not create significant additional costs through the creation of a “school.”

Procedures for attaining designation as a school:

1. Departments must develop a written proposal requesting this change and provide specific documentation of the rationale as based upon professional norms, benchmark institutions, and/or accreditation standards. Size and complexity of the unit will be considered as well.
2. The majority of the tenure/tenure track faculty must endorse this recommendation including a recommendation from the Department Chairperson.
3. A department’s written proposal requesting the change must include a statement on the budgetary impact (if any) of the proposal.
4. The request is forwarded to the Dean, who in consultation with the College Council, must endorse it and send it to the Provost for approval.
5. The Provost must endorse it and forward it to the President for final approval. If approved, notification of the name change shall be provided to the Faculty Senate, Board of Trustees, and the Illinois Board of Higher Education.

Governance of schools within a college:

1. The internal structure, administration, and governance of a school within a college shall be determined by its faculty under bylaws established by the faculty. Bylaws of the school and the approval thereof shall be consistent with those of other departments within the college.
2. The head of the school will be called a “director” with all rights, privileges and responsibilities afforded to a Department Chairperson. The position of director of the school will serve in the same manner as determined for that of

Department Chairperson, subject to the same method of appointment, evaluation, compensation and reappointment as those of other departmental chairpersons.

3. Responsibility and privileges for service on various governance committees will be consistent with the responsibility and privileges for departments.
4. Eligibility for awards, grants, programs and other institutional resources will be consistent with the responsibility and privileges for departments.