

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.

majority of the tenure/tenure track faculty must endorse this designation including a recommendation from the Department Chairperson.

The department's written proposal requesting the change must include a statement on the budgetary impact (if any) of the proposal.

The proposal is forwarded to the Dean, who in consultation with the College Chairperson must endorse it and send it to the Provost for approval.

The Provost must endorse it and forward it to the President for final approval.

Finally, notification of the name change shall be provided to the Faculty Senate, the Board of Trustees, and the Illinois Board of Higher Education.

**Schools within a college:**

The internal structure, administration, and governance of a school within a college shall be determined by its faculty under bylaws established by the school. The Bylaws of the school and the approval thereof shall be consistent with the Bylaws of other departments within the college.

The head of the school will be called a "director" with all rights, privileges

Department C