



INSTITUTIONAL POLICY: GA-01

Category: General Administration
Subject: Governance and Administration
Effective Date: September 13, 2021
Updated: N/A

GA 01-1. Authority

W. Va. Code § 18B-1-6

GA 01-2. Policy

The day-to-day operations of the West Virginia School of Osteopathic Medicine (“WVSOM”) shall comply with WVSOM’s institutional policies and procedures. These policies and procedures shall be consistent with state and federal laws, rules, and regulations.

GA 01-3. Administrative Organization

WVSOM shall maintain an administrative organization that is compatible with the execution of its missions. A current chart of organization will be maintained at all times on the WVSOM website at <https://www.wvsom.edu/sites/default/files/about/administrative-org-chart.pdf>.

GA 01-4. Office of the President

- 4.1 Upon the occurrence of a vacancy in the position of president, the board shall undertake a search for a new president soliciting input from employees and students.
- 4.2 The President is the chief executive officer of WVSOM and the official advisor to and executive agent of the Board of Governors (“Board”). The President, as educational and administrative head of WVSOM, shall exercise such powers as are inherent in the position in promoting, supporting and protecting the interests of WVSOM and in managing and directing its affairs. The President is the spokesperson for WVSOM and shall bring such matters to the attention of the Board as are appropriate to keep the Board fully informed in meeting its policy-making responsibilities.

GA 01-5. Roles of Vice Presidents

The roles of the Vice Presidents are set forth in the WVSOM Faculty and Employee Handbooks.

GA 01-6. Chief Executive Officer In Absence of the President

- 6.1 In situations where there is an immediate need for action by the President and the President is unavailable and cannot be contacted prior to the time the action must take place, the following executive officers, in the following priority, have authority to act on the matter in the absence of the President:

- 6.1.1 Vice President for Finance and Facilities
 - 6.1.2 Vice President for Academic Affairs and Dean
 - 6.1.3 Vice President for Administration and External Relations
- 6.2 The Board Chair shall be notified of action taken under Section 6.1 if the President is unavailable for an extended period of time.

GA 01-7. Superseding Provisions

This policy supersedes the West Virginia Higher Education Policy Commission (“HEPC”) Series 40 (W. Va. Code R. § 133-40), any other rule of HEPC which relates to the subject matter contained within this policy, and any conflicting provisions within the WVSOM Employee Handbook, the WVSOM Faculty Handbook, or any other WVSOM policies or procedures. This policy also repeals and supersedes WVSOM Institutional Policy GA-01: Governance & Administration (effective February 1, 1990; last revised August 14, 2017).