

**Policy and Procedure Document  
Virginia Institute of Marine Science  
William & Mary**



Number: PPD - 0002  
Subject: Organizational Structure  
Responsible Office: Dean & Director

The Virginia Institute of Marine Science (VIMS) is a component of William & Mary (W&M) and includes the Batten School of Coastal & Marine Sciences (Batten School) which is a graduate school W&M.

The Director of VIMS also serves as the Dean of the Batten School (Dean & Director).

The internal administrative and organizational structures of VIMS are as determined by the Dean & Director, with the approval or advice, as appropriate, of the Provost, the President, and the W&M Board of Visitors.

VIMS has three separate campuses: 1) the main campus in Gloucester Point, VA 2) the Eastern Shore Laboratory (ESL) in Wachapreague, VA, and 3) the Kauffman Center in Topping, VA. Usually administrative actions, procedures, and policies apply equally at all three locations except that in some cases, for example storm closures, the ESL campus functions independently of the others. Administratively the Kauffman Center is considered part of the Gloucester Point campus. Additionally, some remote facilities and sites, such as the Chesapeake Bay National Estuarine Research Reserve in Virginia, that are managed by and function under the auspices of VIMS/W&M, are considered part of the Gloucester Point campus.

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