



SUBJECT: Program Reduction or Elimination

REFERENCE: State College System of West Virginia Board of Directors, Series 11, Series 36, and Procedure No. 23.

1. PURPOSE

This Policy applies to actions on programs that my stem from State College System Series No. 11, Procedure No. 23, and processes and protections specified in State College System Series No. 36.

2. SCOPE AND APPLICABILITY

This policy establishes procedures for consultation on program changes, protection of faculty appointments, preferred consideration, faculty obligations and responsibilities, and the appeals process.

3. DEFINITIONS

4. POLICY

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Consultation on Program Changes

1. Recommendations for a program's reduction or elimination are made to the Vice President for Academic Affairs by the Academic Affairs Committee after program review by the departmental faculty and the program's advisory committee.
2. The Vice President for Academic Affairs reviews data and supporting documentation. Within 10 working days, he shall request a review by the Academic Affairs Committee, the Faculty Senate, and student constituent leadership organizations.
3. Within 60 working days, these constituent groups shall submit written recommendations to the Vice President for Academic Affairs.
4. Within 20 working days, the Vice President for Academic Affairs reviews all



reports/recommendations and submits to the President the following:

- a. A written recommendation for approval or denial of the Academic Affairs Committee's Program reduction/elimination recommendation:
 - b. A summary listing of findings of the departmental faculty, the program's advisory committee, the Academic Affairs Committee, the Student Government Association and the Faculty Senate:
 - a. Supporting documentation from all aforementioned groups.
 5. The Academic Affairs Committee, departmental faculty, program advisory committee, Student Government Association, and Faculty Senate are notified in writing of the Vice President's recommendation.
 6. The President receives the recommendation and requests a review by the College's Advisory Board.
 7. Within 30 days, the President shall make a recommendation to the Board of Directors.
 8. The President shall notify in writing the aforementioned groups of his recommendation to the Board of Directors.
 9. Each affected faculty member shall be given written notice by certified mail, return receipt requested, of non-retention by the President.
- B. Protection of Faculty Appointments
1. A probationary faculty member shall be permitted to complete the period of appointment in accordance with the terms of his/her appointment, including the period of notice that is specified in Procedural rule No. 36.
 2. Each faculty member who has been given notice of termination at the end of the contract period will be allowed early release at the end of any term or session from his/her contract upon request, even though the contract may extend beyond that time.
 3. Each faculty member who is given notice of termination at the end of the contract period under these conditions shall be given a personal letter from the institution that expressly states that termination does not imply a negative judgement about the person's individual performances, but is due to a program change.
 4. The institution shall assist the faculty member, to the extent possible, in sending letters of explanation and professional resumes to other institutions to assist his or her effort to find suitable



placement elsewhere.

5. Tenured faculty shall be given at least one year of notice of termination of employment following Board of Directors' action to approve termination of a program or the date of the final institutional action for major reduction in a program.
- C. Preferred Consideration
1. When possible, affected faculty shall be reassigned to instructional or non-instructional duties commensurate with faculty member's training and experience.
 2. When possible, by mutual agreement, faculty members shall utilize reduced time or leaves of absence to acquire capabilities in areas in which their services would be required within the institution. Faculty development programs and funds, if available, should be used to facilitate such reassignments.
 3. Listings of vacancies at other institutions shall be made available to the faculty member at the institution through the Human Resources Office of the Higher Education Policy Commission.
 4. The employing institution with vacancies should give preference in hiring to displaced faculty members and also to those faculty members seeking to relocate in the system. The terms and conditions of offers will be determined by the employing institution.

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Faculty Obligations and Responsibilities
1. Each member of the faculty has an obligation to foster the viability, adequacy, and necessity for his or her program. (Series 36). Program quality is determined in large part by the faculty.
 2. A faculty member is encouraged to enhance his/her skills through further academic pursuits and faculty development programs to improve competencies in his/her field or in related fields.
 3. A faculty member is expected to participate in program review processes as a responsible professional working to, as a first priority, meet the purposes and mission of Southern West Virginia Community and Technical College.
- B. A faculty member, dismissed or reassigned as a result of a program change, has the right to appeal as specified in Board of Directors' Series 36 or the Grievance Procedure (WV Code Chapter 18, Article 29).



8. CANCELLATION

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9. SIGNATURE

President

Date

Attachments

Distribution

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