

1 [April 10, 2016 kwr](#)
2 [October 21, 2016 phl](#)
3 [November 3, 2016 FAC](#)
4 [7 December 2016 – Policy Group](#)
5 [26 October 2017 – FAC](#)
6 [November 2, 2017 - FAC](#)

7
8 Policy Number: E20.0

9
10 Policy Name: ~~Policy on the~~ [Impact on Faculty in the Discontinuance or Reduction or Transfer](#)
11 [of Academic Programs](#)

12
13 [Scope: Faculty who are on multiple-year contracts in ~~A~~all academic programs](#)

14
15 ~~I. Given accurate and appropriate information, it is to be assumed that departments and colleges~~
16 ~~will reallocate resources, reduce programs, and, in serious cases, end them with order and care.~~
17 ~~Good management by departments and colleges based on good information should prevent~~
18 ~~involving the extraordinary condition of financial exigency by the board of trustees.~~

19 **II. Program Review**

20 ~~Management of educational programs depends on regular and consistent information being~~
21 ~~available for department and college decision-making. Such information should consist of both~~
22 ~~quantitative and qualitative indicators. These indicators by themselves don't make decisions.~~
23 ~~They provide a basis on which college faculty and administration can make decisions.~~
24 ~~There should be an ongoing system by which all departments and colleges review indicators on~~
25 ~~their various programs:~~

- 26 • ~~enrollment~~
- 27 • ~~completion/attrition~~
- 28 • ~~placement~~
- 29 • ~~student/faculty ratio and/or FTEs~~
- 30 • ~~direct and indirect costs~~
- 31 • ~~consultation from appropriate advisory boards~~

32 ~~Indicators such as these will be available in writing annually to all affected faculty and~~
33 ~~administrators, departments and colleges for budgeting, planning, staffing, and resource~~
34 ~~allocation.~~

35 ~~Academic programs also will be subject to appropriate qualitative reviews based on the~~
36 ~~qualitative criteria used for the introduction of new programs and/or those of accrediting~~
37 ~~agencies. Given regular quantitative data and quality reviews, faculty, their departments, and~~
38 ~~colleges will be expected to allocate resources and, when deemed appropriate, reduce or~~
39 ~~discontinue programs.~~

40 ~~Of prime importance will be the need for consultation and communication among the dean,~~
41 ~~program administrator, faculty and staff. Notification of all affected parties will occur before~~
42 ~~actions are taken to allow sufficient time to address problems and to minimize any negative~~
43 ~~impacts of such a decision. The consultation and notification are to be documented by a~~
44 ~~memorandum of understanding, written by the chair(s) of the relevant department(s) made~~
45 ~~available to all members of the department, and copied to the dean of the relevant department.~~

46 **2II. Program Discontinuance or Reduction**

Commented [PL1]: To be moved to D01.0 as per charge and in concert with ICC.

47 Aa. Program Discontinuance

48
49 II. ~~4II.~~ Termination of a Tenured or Pre-tenured Faculty Member or a Senior or Principal
50 Lecturer

51
52 A. Tenured Faculty Member

53 In the event that it becomes necessary to terminate a tenured faculty member because of
54 the reduction or discontinuation of a program (see D01.0 Policies for Curriculum
55 Development) the following procedures shall apply.±

56 1. The ~~university provost will issue~~ ~~shall give~~ notice by electronic and certified mail on
57 the same day to tenured faculty members at the earliest possible date of the intention
58 to terminate their appointments because of program discontinuance or reduction.
59 From the date of notification by the provost of the intention to termination by the
60 provost, the tenured faculty member who is to be terminated ~~shall will~~ continue to be
61 employed for at least one year. Upon termination, the terminated tenured faculty
62 member shall receive equivalent salary and benefits for twelve (12) months. ~~or~~
63 receive equivalent salary and benefits) for twenty-four months. This period after
64 notification to terminate but before termination may be extended by the provost in the
65 interest of serving the university.±

66
67
68 ~~tive.~~

69
70 3. ~~The appointment of a~~ tenured faculty member shall not be terminated in favor of
71 retaining a non-tenured faculty member except in the case where the termination of
72 the non-tenured faculty member would ~~seriously distort~~ have a significant, negative
73 impact on the college's academic mission. The recommendation on termination in
74 such cases ~~should shall~~ be made by the dean to the ~~p~~Provost in consultation with
75 ~~appropriate~~ the full-time faculty of the program undergoing discontinuance or
76 reduction and the including the college tenure committee.

77
78 4. In all cases of termination due to program discontinuance or reduction, the position or
79 similar position of a tenured faculty member ~~sh~~will not be filled by full- or
80 equivalent part-time appointments within three years, unless the ~~released-terminated~~
81 tenured faculty member has been offered reinstatement at the same position title,
82 tenure status, and at least the same salary as at the time of termination and given at
83 least one month ~~in which to decide to accept or decline~~ consider the offer. In the
84 event a part-time appointment to teach the same or similar courses arises within one
85 year of termination, the part-time appointment must be first offered to the terminated
86 tenured faculty member at a salary level commensurate with their pre-termination
87 status based on credit-hours taught.

88
Commented [JP5]: I'm assuming we're not saying full-time pay for part-time work ...

89 ~~2.~~—A tenured faculty member who alleges that the policies and procedures set forth
90 above (~~4, a-d~~) have not been properly applied may seek review of the alleged violation
91 through the grievance procedure ([E24.0 Faculty Grievance](#)).
92

93 ~~5B.~~ Termination of a Tenure-Track [Pre-tenured](#) Faculty Member
94

95 ~~In the event that it becomes necessary to terminate a [tenure-track-pre-tenured tenure-track](#)~~
96 ~~faculty member because of the reduction or discontinuation of a program the following~~
97 ~~procedures shall apply.~~

98 ~~1.~~—~~The provost shall give notice by electronic and certified mail on the same day The~~
99 ~~university provost will issue notice~~ to a tenure-track [pre-tenured](#) faculty member of
100 the intention to terminate an appointment because of a program discontinuance or
101 reduction according to the schedules for non-reappointment. ([E5.0 Policies on](#)
102 [Tenure](#)).
103

104 ~~2.~~ The university will make every reasonable effort to offer the terminated [tenure-track](#)
105 [pre-tenured](#) faculty members with one or more years of service alternative
106 employment ~~for the faculty members based on current open faculty or staff positions~~
107 ~~for which they are qualified in a manner consistent with their professional background~~
108 ~~and institutional needs.~~ If placement would be facilitated by a reasonable period of
109 [professional development, not to exceed one year,](#) financial and other support for
110 [such professional development as deemed appropriate by the hiring supervisor shall](#)
111 [be offered.](#) Alternative solutions such as retirement, retirement transition, or reduced
112 [appointment may be offered.](#)
113

114 ~~— If placement would be facilitated by a reasonable period of training, not to exceed the~~
115 ~~periods specified in 5c below in II.B.4 below, financial and other support for such~~
116 ~~training will be offered at least on the same basis as a leave for professional~~
117 ~~development (E18.0). Early retirement (if applicable) and/or reduced appointment~~
118 ~~may in some cases be a suitable alternative.~~

119 a. less than one year's service: four months' notice (or equivalent salary and fringe
120 benefits) or the duration of the ~~contract~~[appointment period](#), whichever is greater.
121

122 a-b. more than one year but less than two years: seven months' notice (or equivalent
123 salary and fringe benefits) or the duration of the ~~contract~~[appointment period](#),
124 whichever is greater.
125

126 c. two or more years: annual ~~contract~~[appointment](#) period (or equivalent salary and
127 fringe benefits.)
128

129 ~~4.~~ A ~~tenure-track pre-tenured~~ ~~or~~ faculty member who alleges that the policies and
130 procedures set forth above (~~5a-d~~) have not been properly applied may seek review of
131 the alleged violations through the grievance procedure ([E24.0 Faculty Grievance](#)).
132

133 ~~C. IVIII.~~ Termination of a Senior or Principal Lecturer
134

Commented [PL6]: Where?

135 In the event that it becomes necessary to terminate a senior or principal lecturer because
136 of the reduction or discontinuation of a program the following procedures will apply.

- 137
- 138 1. The provost shall give notice by electronic and certified mail on the same day to a
139 senior or principal lecturer of the intention to terminate an appointment because of a
140 program discontinuance or reduction according to the schedules for non-
141 reappointment (E04.0 – Faculty Employment Policies or E06.0 – Policies on Faculty
142 Rank and Promotion).;
- 143
- 144 2. The university will make every reasonable effort to offer the terminated senior or
145 principal lecturer alternative employment in a manner consistent with the terminated
146 senior or principal lecturer’s professional background and university needs. If
147 placement would be facilitated by a reasonable period of professional development,
148 not to exceed one year, financial and other support for such professional development
149 as deemed appropriate by the hiring supervisor shall be offered. Alternative solutions
150 such as retirement, retirement transition, or reduced appointment may be offered.
- 151
- 152 3. If the normal schedule for non-reappointment cannot be followed for a senior or
153 principal lecturer, termination shall be according to the following schedule from the
154 date of notification:
- 155
- 156 a. Senior lecturers on a 3-year contract: an employment contract for four months
157 (one semester) (or equivalent salary and fringe benefits).
- 158
- 159 b. Principal lecturers on a 5-year contract: an employment contract for one
160 academic year period (or equivalent salary and fringe benefits).
- 161
- 162 4. A senior or principal lecturer who alleges that the policies and procedures set forth
163 above (IV.C) have not been properly applied may seek review of the alleged
164 violations through the grievance procedure (E24.0 – Faculty Grievance).
- 165
- 166
- 167

168 **Responsible Party:** Office of the Provost and Senior Vice President for Academic Affairs and
169 the Academic Senate. Inquiries may be directed to:

170 Office of the Academic Senate
171 academicsenate@rit.edu
172 (585)475-2016

173

174 Office of the Provost and Senior Vice President for Academic Affairs
175 academicaffairs@rit.edu
176 (585)475-5572

177

178 **Effective Date:**

179 Approved May 10, 2010

180

181 **Policy History:**
182 Revised December 16, 2004
183 Edited September 2010