

1 **D 01.6**

2 **Policy on Academic Program Review, Reduction, Discontinuance, or Transfer**

3 Responsible management of academic programs depends on regular and consistent information made
4 available to departments and colleges for the purposes of monitoring academic quality and resource
5 requirements. ~~With~~With accurate and appropriate information accompanied by careful review,
6 departments and colleges can make informed programmatic decisions and may find it necessary to
7 reallocate resources, reduce a program(s), ~~or~~discontinue a program(s), or transfer a program(s).
8 Regular monitoring of programs by departments and colleges ~~based~~should avoid any need by the board
9 of trustees to take the extraordinary step of invoking financial exigency. (In the unlikely case of financial
10 exigency, E22.0 Policy on Financial Exigency shall be followed.)

11 **A. Academic Program Review (APR)**

12 Academic Program Review (APR) is a transparent, collaborative and comprehensive process
13 overseen by the Office of the Provost and Senior Vice President for Academic Affairs. The purpose
14 of APR is to provide faculty and administration with reliable and centrally collected information
15 needed to support and guide a university process of continual program planning, quality
16 improvement and resource allocation. The data used as input to the APR Metrics are available at
17 <https://www.rit.edu/fa/jirps/dashboard>. Such a process helps guide the university to make informed
18 decisions about program enhancement, continuance, consolidation, reduction, or discontinuance.

Commented [SP1]: This is the link to the data dashboard maintained by RIT Institutional Research. This was added as recommended at the March 21, 2019 Academic Senate Meeting.

19 1. APR Process

20 The process shall include a -tiered approach designed to provide data and analysis to the college
21 and department on an annual basis with the option of conducting a deeper analysis, if needed
22 and requested. The approach shall include at a minimum, the following components:²

- 23 • Presentation of program data related to established outcome metrics
- 24 • Notification of any program metric results not meeting established benchmarks for
25 program performance
- 26 • Submission of a response by program and college to -notification~~s~~ of program
27 performance concerns
- 28 • A-Provision for a sufficient period of time to develop and implement a plan to correct
29 the cited performance concerns

30 The current approach in use at RIT is located at
31 <http://www.rit.edu/academicaffairs/policiesmanual/e200at> ~~link~~

Commented [SP2]: This link was deleted as it points to the soon to be modified policy. Once the new D1.6 and revised E20 are approved this link would not be needed as the current APR process will be documented with in this policy not E20.

33 2. APR Metrics

34 Academic Program performance will be reviewed on a set of key ~~agreed-upon~~ metrics which fall
35 into performance outcome categories. These outcome categories shall be included in every tier
36 of APR and include: Enrollment, Student Learning Outcomes, Student Success, and
37 Revenue/Expense. Based on tier 1 analysis, additional data may be requested in tier 2 in order

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38 to more clearly understand and interpret annual data. The metrics and data included in tier ~~one~~
39 1 include but are not limited to:

- 40 • Three Year Enrollment Trends
- 41 • Student learning outcomes assessment results
- 42 • Student success outcomes: first year retention; graduation and placement rates
- 43 • Revenue and Expense

44 In addition, programs are expected to also establish an ongoing system by which other valuable
45 information on program quality can be collected and systematically reviewed as defined by the College.
46 Examples of this information include but are not limited to ~~such things as~~: advisory board input; student
47 and graduate feedback; instructional activity report/data warehouse -analysis; and specialized
48 accrediting body requirements and recommendations.

49 3. Notification of APR results

50 Communication among the dean, relevant program administrator, faculty and staff is of prime
51 importance in this process. Deans, associate deans, and department heads shall receive annual
52 APR results, including the data and the algorithms used to determine the results, from the
53 provost's office. Department heads shall share the results with the relevant program
54 administrator, and full-time faculty of the program.

55 If the APR results warrant a follow-up report or action plan, the relevant program administrator
56 and the full-time faculty of the program shall be included in the development of the report and
57 action plan. In addition, any response from the provost's office regarding the submitted
58 program information shall be shared with the program administrator and the full-time faculty of
59 the program.

60 B. Academic Program Reduction

61 While it is recognized that management of an academic program requires occasional adjustments in
62 resources, reduction of an active program is defined as a more ~~severe~~ intentional set of steps that
63 may directly affect tenured, tenure-track faculty, and faculty with multi-year appointments in that
64 program. This process requires increased documentation and communication when compared to
65 standard annual program management. In addition, the process provides an orderly approach to
66 program reduction which includes thoughtful provisions for the students and faculty affected.

67 1. Program reduction ~~should~~ shall be based on information and data that support a decision
68 that the program no longer needs the full complement of its current resources and should
69 include the following steps: Any program reduction which results in the termination of a
70 tenured faculty member shall follow policy E20.0 Policy on the Termination of Faculty
71 Members due to Program Discontinuance or Reduction.

72 1.
73 The decision to reduce a program shall typically come from the dean and shall first be
74 shared with the relevant department head and program administrator. After this initial
75 notification, the full time faculty and staff of the program shall be notified.
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- 77 2. Process
- 78 a. Once it has been decided that an academic program ~~should~~ shall undergo reduction
- 79 and the notifications of the decision have been made according to this policy above
- 80 (Section B.1.), a proposal that outlines the plan to implement the reduction shall be
- 81 developed by the relevant department head in consultation with the relevant
- 82 program administrator. The proposal shall include, but is not limited to:
- 83 1. a plan for program viability moving forward,
- 84 2. plans for faculty reassignment, or career development, or termination of
- 85 affected faculty members, that are consistent with policy E20.0 ~~or~~
- 86 ~~3. plans for the termination of affected faculty members that are consistent~~
- 87 ~~with policy E20.0~~
- 88 b. The relevant department head and program administrator shall share the proposal
- 89 with the program curriculum committee (if one exists) for review and input. After
- 90 the program curriculum committee has provided input on the proposal, to the
- 91 department head and program administrator, the proposal is shared with the
- 92 faculty and staff of the program for review and comment. The input from the faculty
- 93 and staff of the program shall be forwarded to the relevant department head and
- 94 program administrator.
- 95 c. The proposal, along with input from the program curriculum committee and the
- 96 program faculty and staff ~~is~~ shall be submitted to the college curriculum committee
- 97 for review and comment.
- 98 d. The college curriculum committee shall forward~~s~~ the proposal, along with all input
- 99 received, and the committee's comments along with its comments to the dean of
- 100 the college in which the program resides.
- 101 e. The dean shall forward~~s~~ the proposal with any comments along with all other input
- 102 that has been collected to the provost.
- 103 f. The provost shall make~~s~~ the final determination regarding the proposal for the
- 104 implementation of a reduction in an academic program.

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105 C. Academic Program Discontinuance

106 ~~There are~~ On occasions ~~when~~ academic programs are discontinued. The APR process provides a

107 mechanism, data and information critical for determining the ongoing viability of an academic program.

108 If the APR process and this policy have been followed, and it has been determined that a program is

109 being considered for discontinuance ~~Once the decision has been made to pursue program~~

110 discontinuance ~~discontinue a program,~~ the process below is designed to create a fair, orderly and

111 careful approach to the discontinuance of the program including thoughtful provisions for the

112 students and faculty affected.

113 1. Decision and Notification

114 ~~If the APR and this policy have been followed, and it has been determined that a program is no~~

115 ~~longer viable, the program discontinuance process is followed~~ ~~the program shall be~~

116 ~~discontinued.~~ The decision to pursue program discontinuance ~~discontinue a program~~ shall

117 typically come from the dean and shall first be shared with the department head and the

118 relevant program administrator. After this initial notification, the full time faculty and staff of

119 the program ~~shall be notified,~~ followed by the ~~program~~ administrators of the program programs

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120 affected ~~by the discontinuance~~, followed by other affected faculty shall be informed. ~~If there are~~
121 ~~any students remaining in the program, the relevant department head and program~~
122 ~~administrator shall meet with the students to inform them of the program discontinuance and~~
123 ~~related provisions for them to complete the program.~~

124 2. ~~Communication and Process~~ Proposal for ~~of~~ Discontinuance

125 ~~Following the notification period described above (Section C.1.), Once it has been decided to~~
126 ~~discontinue a program and the notifications of the decision have been made according to this~~
127 ~~policy above (Section C.1), a plan for discontinuance along with, the required NYSED and any~~
128 ~~related university documentation shall be completed by the relevant department head in~~
129 ~~consultation with the relevant program administrator.~~

130 The ~~Plan~~ Proposal for ~~of~~ Discontinuance of an academic program shall include but not be limited
131 to the following:

- 132 • Rationale and data supporting discontinuance.
- 133 ~~• A timeline that describes the intended actions to be taken toward the discontinuance.~~
- 134 • A plan for the orderly discontinuance of the curriculum.
- 135 • A plan for accommodating the needs of students who are currently enrolled in the
136 program.
- 137 • A plan for reassignment, career development, and/or termination of affected faculty
138 and staff. See policy E20.0 Policy on the Termination of Faculty Members due to
139 Program Discontinuance or Reduction.
- 140 • A timeline that describes the intended actions to be taken toward the discontinuance.
- 141 • _____

142 After completion of the required plan ~~Proposal for ~~of~~ Discontinuance and other paperwork~~, the
143 following steps shall be taken.

- 144 • All paperwork shall be submitted to the department-relevant curriculum committees for
145 review and comment.
- 146 • The department curriculum committees ~~submits shall submit~~ all paperwork along with
147 any committee comments to the college curriculum committee for review and
148 comment.
- 149 • The college curriculum committee ~~submits shall submit~~ all documentation and
150 comments received along with its comments to the college dean.
- 151 • The college dean ~~submits shall submit~~ the proposal, any comments on the proposal,
152 along with all associated paperwork ~~and all comments regarding the plan~~ that have
153 been received through the process to the provost for final decision on the plan-Proposal
154 for discontinuance ~~Discontinuance~~.
- 155
- 156 • If the dean and college curriculum committee differ, the provost, after consulting with
157 the college's tenured faculty, ~~will shall~~ meet with the dean and curriculum committee to
158 resolve the matter. If the matter is not resolved, the provost shall make the final
159 decision.
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- The Provost's Office ~~sends~~shall send an announcement of the action to the Intercollege Curriculum Committee (ICC) or Graduate Council (GC) whichever is appropriate.
 - If the program provides service to programs in other colleges, the affected deans and department heads shall be informed of the timeline proposed for discontinuance and shall ensure that the timeframe allows for proper adjustment to the affected program prior to any pertinent print deadlines.

169 ~~3. Plan for discontinuance~~

170 ~~The plan for the discontinuance of an academic program shall include but not be limited to~~
171 ~~the following:~~

- ~~• A timeline that describes the intended actions to be taken toward the discontinuance.~~
- ~~• A plan for the orderly discontinuance of the curriculum.~~
- ~~• A plan for accommodating the needs of students who are currently enrolled in the program.~~
- ~~• A plan for reassignment, career development, and/or termination of affected faculty. See policy E20.0 Policy on the Termination of Faculty Members due to Program Discontinuance or Reduction.~~

Commented [CL3]: I moved this entire section up to follow where the first mention of developing a plan and associated paperwork occurs. This is where the information is needed

179 **D. Transfer of an Academic Program**

180 1. Decision

181 At times, the transfer an academic program or group of programs (*e.g.*, department) from one
182 college to another or from one department to another may be warranted. The basis for the
183 decision of program transfer shall be well founded and may include but shall not be limited to
184 financial viability or alignment of curriculum. Regardless of the underlying reasons to transfer a
185 program(s), any transfer shall be based on the best educational interests of students.

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186 2. Process

- 187 a. A formal proposal for the transfer of a program ~~to that~~ includes the rationale for the
188 transfer shall be written by the faculty of the program or department.
- 189 b. The proposal shall be submitted to the dean of each college (if more than one dean is
190 involved), and to the college or department curriculum committees of each college (if more
191 than one college is involved).
- 192 c. If two curriculum committees do not exist, such as in the case of a new department or new
193 college, the tenured faculty of the program shall serve as the curriculum committee. Prior to
194 that formal proposal, the relevant dean(s) of the college(s) involved will shall discuss the
195 possibility with the full-time faculty of the affected departments.
- 196 d. After review of the proposal, the curriculum committee(s) shall forward the proposal along
197 with its recommendation for transfer to the dean who shall share the proposal with the
198 whole of the college.
- 199 e. The dean shall forward a response to the proposal to the provost along with the original
200 proposal and any documents received from curriculum committee(s) regarding the transfer.
- 201 f. The final decision on transfer shall be made by the provost.

- 202 g. If the transfer of a program affects faculty members, the timing of the transfer of the
203 program shall be consistent with the time line established in Policy E21.0.
204 h. If the transfer of a program affects faculty or the reassignment of faculty, see Policy E21.0
205 for Policy on Re-assignment or Transfer of Faculty.

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