

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Policy Number: B.400

Effective Date September 15, 2006

TITLE: Program Reduction, Suspension or Elimination

RATIONALE: The purpose or function of this policy is to define the procedures for determining actions to be taken when degree programs are reduced, suspended or eliminated.

POLICY STATEMENT

1.01 To assure compliance, the college will follow all rules and regulations regarding Program Reduction, Suspension, or Elimination that may stem from WVCCTCE's Procedural Rule, Series 10, WVCCTCE's Procedural Rule, Series 11, and processes and protection specified in WVCCTCE's Procedural Rule, Series 9.

CONSULTATION ON PROGRAM CHANGES

- 2.01 A recommendation to reduce, eliminate or suspend a program is made to the Vice President for Academic Affairs by the faculty work group of the affected area after program review by the division faculty and the program's advisory committee.
- 2.02 The Vice President for Academic Affairs reviews data and supporting documentation. Within ten (10) working days he/she will request a review by the Curriculum Committee.
- 2.03 Within 15 working days, the Curriculum Committee will submit written recommendations to the Vice President for Academic Affairs.
- 2.04 Within ten (10) working days, the Vice President for Academic Affairs will review reports/recommendations and submit to the President the following:
 - (a) A written recommendation, with supporting documentation, for approval or non-approval of the faculty work group's recommendation; and,
 - (b) A summary list of findings from the program's advisory committee and the Curriculum Committee.

- 2.05 The faculty work group, program advisory committee, and Curriculum Committee are notified in writing of the recommendation of the Vice President for Academic Affairs.
- 2.06 The President receives the recommendation, makes final decision and informs the Board of Governors.
- 2.07 Within 15 days, the President will make a recommendation to the West Virginia Council for Community and Technical College Education (WVCCTCE) and will notify the aforementioned groups and individuals, in writing, the content of her/his recommendation.
- 2.08 Within ten (10) working days, faculty, whose contracts will not be renewed, will be given written notice by certified mail, return receipt requested, of non-retention by the President.

FACULTY APPOINTMENTS

- 3.01 A probationary faculty member will be permitted to complete the period of appointment in accordance with the terms of her/his contract, including the period of notice specified in Series No. 9; be given a letter stating that termination does not imply a negative judgment about the person's individual performance, but is due to a program change; and be assisted by the institution in the sending of letters of explanation and professional résumés to other institutions to assist in her/his effort to find suitable placement elsewhere.
- 3.02 Tenured faculty will be given at least one year of notice of termination of employment following notification of the pending reduction, elimination, or suspension of a program.

PREFERRED CONSIDERATION

- 4.01 Affected faculty will be reassigned to instructional duties when openings exist commensurate with the faculty member's training and experience.
- 4.02 By mutual agreement, affected faculty members will be retooled for other positions in the college. Faculty development programs and funds, if available, will be used to facilitate such assignments.

FACULTY OBLIGATIONS AND RESPONSIBILITIES

- 5.01 The faculty has an obligation to foster the viability for her/his program.

- 5.02 Each faculty member must enhance her/his skills through further academic pursuits and faculty development programs to maintain competencies.
- 5.03 Each faculty member is expected to participate in program review processes as a responsible professional employee who, as a first priority, works to meet the purposes and mission of New River Community and Technical College.

APPEALS PROCESS

- 6.01 A faculty member dismissed or reassigned as a result of a program change has the right to appeal as specified in WVCCTCE's Series 9.
- 6.02 The faculty member must notify the President within ten (10) days from date of receipt of non-retention notice, of intent to appeal.

RELATED POLICIES:

RESPONSIBLE OFFICE: President