

Procedures for Consolidation, Transfer, Termination, or Significant Reduction of Programs and/or Academic Units

I. Procedures Governing Consolidation, Transfer, Discontinuation, or Significant Reduction of a Program or Unit:

A recommendation to consolidate, transfer, discontinue, or significantly reduce a program or department may be made by the program faculty, Department Chair/School Director, Dean, Provost, or President. Before such a recommendation is executed by the Board of Trustees and whether or not it is likely to entail the termination or the transfer of faculty, the Senate must be consulted. This necessitates submission of such proposals to the Senate Council for presentation to the University Senate. The matter will be submitted to the Senate Council according to one of the following procedures:

A. Submission for Senate Review

1. Proposals Initiated by Program/Unit Faculty

Proposals initiated by the faculty will follow the existing unit guidelines established for program change and available in the Senate Rules.

2. Proposals Initiated by the Department Chair/School Director

Proposals initiated by the Department Chair/School Director will follow the existing unit procedures established for program change and then be referred via the Dean (in keeping with College level procedures) to the Senate Council. The Department Chair/School Director will include evidence of compliance with existing unit procedures for faculty approval of program change proposals.

3. Proposals Initiated by the Dean

Proposals initiated by the Dean will follow the existing unit procedures established for program change and then be referred to the Senate Council. The Dean will include evidence of compliance with existing unit procedures for faculty approval of program change proposals utilizing the Senate-approved routing form.

4. Proposals Initiated by the Provost/President

Proposals initiated by the Provost/President will be referred to the Senate Council after the Provost has sought affected faculty input regarding the merits of the proposal and possibilities for consolidation of programs using the Senate-approved routing form. The proposal must be submitted to the Senate in the same academic year that the unit faculty was last consulted.

A submitted proposal must include a full accounting of the disposition of faculty, staff and resources (financial and physical).

B. Senate Review Procedures

1. The Senate Council will refer the proposal to an appropriate Senate committee (e.g., the Undergraduate Council, the Graduate Council, the Academic Council of the Medical Center, the Lexington Community College Academic Council, the Academic Organization and Structure Committee, the Academic Programs Committee, or an ad hoc committee convened by the University Senate Council). The committee will review the proposal and its effect on faculty, students, and staff. The review shall involve primarily academic considerations such as the following, (not in any order of priority or preference):

(a) The centrality of each program or course of study to the mission of this institution or to the mission of the college, school, or department within which it is located;

(b) The academic strength, productivity and quality of the academic program or unit, and of its faculty;

(c) The importance of the program or unit to the state or region in terms of its cultural, historic, political, economic, or other social resources;

(d) The importance of the program or unit to the state or region in terms of its geologic, geographic, environmental, or other natural resources;

(e) The complementarity of the academic program or unit and the work done therein to some essential program or function performed at this institution;

Other considerations may include:

(f) The current student demand and projected enrollment in the subject matter taught in the program or unit;

(g) The current and predicted comparative cost analysis/effectiveness of the program or unit;

(h) The duplication of work performed in the academic program or unit by work done in other programs or departments at other public institutions of higher education elsewhere within the Commonwealth of Kentucky;

(i) Such other pertinent factors as the Committee deems pertinent.

2. Before the committee completes its report and recommendations, it shall examine any program review report prepared within the previous 3 years; if no such report exists, the committee will conduct a review of the unit as expeditiously as appropriate. The committee will also conduct at least one open hearing at which anyone affected or concerned about the proposed action may make written submissions or oral presentations. The open session(s) are for the purpose of obtaining information. They are not intended as an adversarial or adjudicatory process. Persons affected by the proposal will be given an opportunity to make written submissions and oral presentations to the committee during these meetings.

3. The committee shall share with the academic program or unit and the affected faculty therein any information and documents it may obtain during its review of the proposal. It will endeavor to do so at least ten (10) working days before any meeting (see item 2 above) with the unit and affected faculty. The committee may establish such procedures, including time limitations and rules for relevance, as it determines necessary to proceed in an ordered and efficient manner.

4. Upon completing its review, the committee may recommend modifications to the proposal, acceptance of the proposal as submitted, or rejection of the proposal.

5. The Senate shall review the committee's recommendations and shall recommend to the Provost modifications to the proposal, acceptance of the proposal as submitted or rejection of the proposal.

C. Procedures Following Senate Review

As the circumstances may warrant, the Senate may transmit the proposal to the Provost, to the Provost and the President, or to the President. The Provost may submit the proposal forwarded from the Senate to the President for approval, terminate further consideration of the proposal, or make modifications to the proposal. In the latter case, the Provost must return the modified proposal to the Senate for further consideration before submitting the modified proposal to the President for Consideration. The President may approve the proposal and recommend it to the Board of Trustees, or refer the proposal to the Provost and/or Senate for additional considerations, or disapprove and stop the proposal, unless the Senate expressly requests that the proposal be presented to the Board.

Final recommendations to discontinue a program or unit shall be made to the President within a maximum period of 120 days (excluding May 16 through August 15) from the time the initial recommendation for program discontinuance was made to the Senate Council. All plans for termination of programs or units will be reviewed by the President within 60 days (excluding May 16 through August 15) of the submission to the President of a recommendation by the Senate.

D. Rules Governing Program Change

When an academic program or unit is to be consolidated, transferred, discontinued, or significantly reduced, every effort should be made to phase it out over a period of time, with due notice to the students and with due regard for the contractual rights of faculty whose appointments will be affected.

1. Students whose access to required course offerings are adversely affected by academic reorganization should be afforded reasonable opportunities to complete their required course work either at this institution or through cooperative arrangements and transfer of credit from other colleges and universities both within and outside Kentucky.
2. Tenured and tenure track faculty, including full time Instructors, on lines that are terminated or transferred shall be reassigned to teaching, research, extension, clinical, librarian service activities in related programs or units or to administrative duties (if they are qualified for the position and where the need exists for such duties), in keeping with Governing Regulations and Administrative Regulations, and while maintaining or increasing their current salary. Similar consideration shall be accorded lecturers who have accumulated more than seven years continuous full-time service.
3. In no instance shall an eliminated academic program or unit be re-established at the University of Kentucky within six years without offering reappointment to all former faculty members whose appointments in that program or unit had been terminated.

II. Procedures Governing Consolidation, Transfer, Discontinuation, or Significant Reduction of Other Program Units (e.g. centers, institutes)

"Other program units" include those that are engaged in research or academic pursuits, whether or not such programs lead to a degree or are ones in which work done by students is awarded academic credit. Examples of the latter would be interdisciplinary programs that include work conducted at institutes and/or laboratories. Proposals to terminate or consolidate these programs will follow the procedures outlined above as appropriate.