

Procedures for Discontinuance of an Academic Department or Program not Mandated by General Financial Exigency

These guidelines, developed in the spirit of shared governance, are designed to ensure that all deliberations with regard to the discontinuance of departments or programs are fair, open, and timely, and involve all concerned constituents.

Process

1. Proposals should be written by the appropriate academic dean with reference to the *Guidelines for Department and Program Reviews* to ensure that all aspects of the department or program are duly considered. In addition, the proposal should address the following questions:
 - (a) Why should the department or program be terminated?
 - (b) What are the probable effects of termination of the program? For example, who will be affected by the decision? How? What are the potential effects on faculty (tenured, tenure track, and non-tenured), staff, students, majors, other undergraduate and/or graduate programs of the College? What effect will this action have on other departments? What effect will this action have on the College's character and mission (Liberal Arts, Catholic, Lasallian)?
 - (c) What steps should the College take to minimize any negative effects of the discontinuation?
2. Proposals for discontinuing a department or program are to be submitted in writing to the Undergraduate Educational Policies Committee (UEPC) or Graduate Educational Policies Committee (GEPC) at any time in the academic year but no later than March 1st. Once a proposal is received, the committee will meet with (1) the Provost, or the Vice Provost for that program, (2) the Dean of the department's or program's school, (3) the department chair or program director, (4) the department/program faculty, and (5) a Program Review Committee representative. The committee chair will then bring forward to the Academic Senate either a) a recommendation for discontinuance or b) recommendation against discontinuance.
3. The Senate will consider and take action on the recommendation of the UEPC or GEPC.

Program Suspension

The Dean of a School, after consultation with the appropriate ranked faculty in the affected program or department, may "suspend" classes or halt new enrollment of students in the program for one or at most two consecutive academic periods (a quarter, a trimester, a traditional undergraduate semester, etc., whichever applies to that program). The Dean may not continue that "suspension" beyond the

original period without an Academic Senate ruling. The Dean must notify the Chair of the EUPC or GEPC in writing of the plan for suspension of admissions and/or classes, and set a deadline for their resumption. If the Dean believes that the termination of the program is a likely outcome of the suspension, appropriate steps must be taken to initiate the termination process so that the process stated above (ending in an Academic Senate decision) can be reached before the designated suspension period ends. Under no circumstances will classes or enrollment be suspended beyond two consecutive academic periods without a determination by the UEPC or GEPC of the status of the program. The Chair of the UEPC or GEPC may require a full report by the Dean of the affected program prior to the end of the suspension period if the Chair believes that such a report would help resolve the situation