



## Eastern Kentucky University Policy and Regulation Library

### 4.3.17P

Volume 4, Academic Affairs  
Chapter 3, Courses, Programs, and Degrees  
Section 17, Academic Program Discontinuance Due to Financial Stringency

**Approval Authority:** Board of Regents

**Responsible Executive:** Provost

**Responsible Office(s):** Provost, Colleges, Departments

**Effective:**

**Last Revised:**

**Issued:**

**Next Review Date:**

## Academic Program Discontinuance Due to Financial Stringency

### Policy Statement

This Policy sets forth the review process when academic program discontinuance due to financial stringency, which may result in dismissal of tenured faculty members, is considered by the University. This Policy does not apply to academic program discontinuance through normal curriculum processes, such as a department suspending its own program, or as a result of external program review.

When faced with the necessity of program discontinuance or modification due to financial stringency, the University community must take an objective and informed viewpoint toward the issues involved. Actions must be taken and directed in ways consistent with the results of the regular, ongoing, and critical program review conducted by the University.

The process for determining the elimination of specific faculty positions as a result of academic program discontinuance is addressed in Policy 4.6.16, Dismissal of Faculty.

### Entities Affected

- Faculty
- Departments
- Colleges
- University-level administrators

### Principles

The following principles should guide the University's process for determining the discontinuance of an academic program in a time of financial stringency.

1. The discontinuance of programs should consider the long-range impacts on the educational mission of the University and its academic divisions.
2. Primary judgment about academic programs is the responsibility of the faculty; however, final decisions regarding the discontinuance of an academic program rests with the Board of Regents.

3. Before a recommendation of program discontinuance is made, alternatives, such as making significant curricular changes that strengthen the program's viability or restructuring curriculum to combine with another program should be examined.
4. Judgments about specific programs should be based on the indicators in the Criteria section of this Policy.
5. Timely and meaningful consultation with affected faculty, staff, and students should take place as part of the procedures for program discontinuance under this policy.

## Criteria

The following criteria shall be used, when applicable, for considering discontinuing academic programs due to financial stringency:

- Projected cost savings or losses from elimination of the program;
- The importance of the program to a comprehensive university education;
- The importance of the program as a support for, or as an integral part of, other campus or University academic and research programs;
- Actual or projected revenues and costs of the program including both direct and indirect costs;
- Performance data related to the program may include, but is not limited to, multi-year trends and projections for enrollment, retention data, graduation rates, employment data, placements in graduate school, as well as student/faculty ratios, student credit hours taught by tenure/non-tenure track faculty, research productivity, programmatic cost benefit analysis, or ability to generate income; and
- The availability of comparable programs offered at other institutions within Kentucky;

Additional criteria that may be considered include, but are not limited to:

- Indicators of significant quality of the program beyond the normal expectations of program quality;
- Cost of investing in the program to achieve and maintain excellence;
- The needs of the University's service region and the community; and
- The program's contribution to campus diversity.

## Procedures

In situations of financial stringency, the Provost and Deans are in positions to compare academic programs across colleges and recommend a list of programs being considered for discontinuance. Once academic programs are identified for possible discontinuance, the following procedure shall be followed.

1. The Provost shall provide the list of programs and any supporting information to the Program Discontinuance Review Committee and notify the affected programs.
2. The Vice Provost shall convene the Program Discontinuance Review Committee. The committee shall consist of one faculty member and one alternate elected from each college. Committee members shall serve staggered three-year terms and members shall be elected no later than May 1 prior to the academic year in which they are to begin service.
3. Affected programs will have up to 15 calendar days to prepare a response regarding the identification of the program for discontinuance. Departments may provide additional information in support of the criteria established in this policy, such as but not limited to data, responses from faculty, students, and staff of the program, program alumni, or employers.

4. The Program Discontinuance Review Committee will review information submitted by programs and the Provost and may ask programs for additional information. The Committee may also ask for information from the Dean of the College, the Graduate Dean (as applicable), the Dean of Libraries, and the Provost. Having completed its data collection, the committee will review the data prepare a written report to be submitted to the Provost within 30 calendar days of the committee’s receipt of the list of programs identified for discontinuance. The Committee may request an extension of no more than 14 calendar days for the submission of the report.
5. Within 14 calendar days of receipt of the report of the Program Discontinuance Review Committee, the Provost shall submit recommendations to the President for possible program closures, offering justifications for the recommendation. In addition to the recommendation, the Provost shall provide the President with the report of the Program Discontinuance Review Committee and any additional relevant information.
6. Final recommendations to discontinue academic programs shall be made by the President within 14 calendar days of receipt of the recommendation from the Provost.
7. If discontinuance of a program will result in the dismissal of tenured or tenure-track faculty in that program, the procedure described in Policy 4.6.16, Dismissal of Faculty shall be used regarding terminations of such appointments.
8. All recommendations for discontinuance of academic programs, including a plan for program closure and identification of all faculty appointments recommended for termination, will be submitted by the President to the Board of Regents for action.

<b>Definitions</b>
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Term	Definition
<b>Calendar Day</b>	Throughout this document calendar day shall be interpreted to mean no later than the specified number of calendar days following the day of notification. If the final calendar day occurs on a weekend or holiday, the due date shall be on the first day on which University administrative offices are open. The time for response may be extended upon agreement by both parties.
<b>Financial Stringency</b>	Financial strain, such as a significant reduction in revenue and/or a need to reduce the budget across the University.

<b>Responsibilities</b>
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Responsible Entity	Responsibilities under Policy 4.3.17
<b>Affected Programs</b>	Academic Programs identified for possible closure due to financial stringency are responsible for providing data and information to the Program Discontinuance Review Committee within fifteen calendar days of receipt of notification that the program may be closed.
<b>Board of Regents</b>	The Board of Regents is responsible for making final decisions of discontinuance of academic programs due to financial stringency.
<b>President</b>	The President is responsible to making final recommendations to the Board of Regents for academic programs identified for closure due to financial stringency.

**Responsible Entity**

**Responsibilities under Policy 4.3.17**

**Program Discontinuance Review Committee**

The Program Discontinuance Review Committee is responsible for

- collecting and reviewing data and other information relevant to academic programs identified for possible closure to due financial stringency, and
- writing and submitting a report to be submitted to the Provost.

**Provost**

The Provost is responsible for

- notifying the Program Discontinuance Review Committee and affected programs of academic programs identified for possible discontinuance due to financial stringency, and
- submitting recommendations to the President, following receipt of the report from the Program Discontinuance Review Committee, for academic programs identified for closing due to financial stringency,

**Interpreting Authority**

Executive Vice President for Academic Affairs and Provost

**Policy Adoption Review and Approval**

**Academic Program Discontinuance**

**Policy Issued**

DATE

ENTITY

Board of Regents  
 President  
 Provost Council  
 Faculty Senate

ACTION