A. INTRODUCTION

This policy is required by the Administrative Policy Statement 1015 “Implementing Program Discontinuance” which states in relevant part: “Program discontinuance” is the formal termination of a program by the Board of Regents for educational, strategic realignment, resource reallocation, budget constraint, or combinations of educational, strategic, and/or financial reasons. For the purpose of this policy, the term “program” as defined in APS 1015 is adopted. In all cases, the Board of Regents shall make the final decision with respect to program discontinuance and the termination of tenure-track or tenured faculty appointments.

B. POLICY STATEMENT

The provisions for the termination of faculty appointments are the same for either an internally initiated or externally initiated program discontinuance. The Administrative
Policy Statement #1015, referenced above, requires that each campus in collaboration with its faculty assembly, develop a policy and process that shall specify grounds for program discontinuance and the makeup and responsibilities of the faculty review committee. This policy defines that process.

C. INITIAL REQUEST

The initial formal written request (Request) for an internally initiated program discontinuance is forwarded to the chancellor. The request may be generated from within the university by a department, its chair, the dean, the campus program review committee, the provost, the chancellor, the Board of Regents, or the president. The Request may also be generated by the chancellor’s own initiative or the Board of Regents. If the request is initiated at a level below the dean or from another school or college, the dean of the school or college of that offers the program in question may be notified and will be asked to comment on the Request.

D. COMPONENTS OF THE INITIAL REQUEST

All Requests shall include at a minimum the following elements:

i. Name of the degree program.
ii. Names and titles of persons submitting the Request.
iii. Rationale for Request; this must include the educational, strategic, realignment, resource allocation, budget constraints or combinations of educational, strategic and/or financial reasons.
iv. Data or other relevant metrics associated with the Request.
v. Anticipated number, rank of faculty (by type) and students possibly affected.
vi. Comment by the dean if the Request is generated at a level below the dean; comments by both deans if the Request is generated by another school or college; comments by both deans (or unit head if there is not another dean) when faculty in the program hold their tenure or appointment in another academic unit.

vii. Reference to any formal planning document(s) that cite the program, e.g. an academic master plan.

E. CHANCELLOR DECISION AND PROCESS WORKFLOW

i. Upon receipt of a Request for program discontinuance from the campus level, the chancellor may reject it as unwarranted by notice to the requestor(s). In all other cases, the chancellor shall notify all faculty and staff members in the affected academic unit(s). The affected unit’s faculty members shall have the right of reasonable participation in all phases of the process for review of the request. All phases of the process shall be open and transparent.

ii. Following receipt of the initial written request for program discontinuance, the chancellor shall convene the faculty review committee to undertake a review and submit a written report (see Appendix A). Using this policy that outlines the
grounds for closure, the Committee shall collect information to ascertain whether there are such grounds (see Appendix B) for discontinuance. In carrying out their charge, the Committee shall take input from the faculty members of the unit degree program recommended for closure and from other faculty members, students, and administrative units affected by the possible closure. If closure is recommended, the committee shall make recommendations for faculty appointments to be terminated in accordance with relevant university regent law and policies.

F. OTHER COMMITTEE OBLIGATIONS

i. The committee should function as a neutral, confidential body and carefully consider the evidence. The underlying presumption is on confidentiality at all times.

ii. Committee members will use all available qualitative and quantitative information to make a recommendation.

iii. The committee will base its recommendation upon the strengths and contributions of the program to the university and/or campus mission.

iv. A quorum will be defined as 75% of members and a super majority (2/3) is required to support the recommendation to discontinue a program.

v. Committee members not supportive of the recommendation may choose to develop a minority report. It must be developed on the same timeline as the recommendation and it will also be forwarded to the chancellor along with the recommendation.

vi. The Committee will be available to consult with the chancellor in the preparation of the plan for program closure.

vii. Act in accordance with University Conflicts of Interest, Responsible Conduct and Ethical Requirements.

G. CRITERIA FOR COMMITTEE REVIEW

The decision to discontinue an academic program for educational, strategic, realignment, resource allocation, budget constraints or combinations of educational, strategic, and/or financial reasons is never a decision taken lightly. Those involved in such a process shall endeavor at all times to assess each program/unit in the context of the university at large and its mission and through a process that is highly consultative and collegial. In producing their final report, the Committee shall be guided by the determination of strengths and contributions, relative to the areas in which the program is perceived to be lacking or may need improvement. This review shall be based on a non-exclusive set of guidelines (see Appendix B) that attempt to define a productive and quality academic program.

H. REVIEW PROCESS FOLLOWING A COMMITTEE REPORT

The review process following a Committee Report shall follow the guidance outlined in APS #1015. The Board of Regents shall make the final decision on degree program discontinuance and the termination of tenured and tenure-track faculty appointments.
Faculty who may be affected by a decision on program discontinuance shall be notified in accordance with the timelines and processes outlined in APS # 1015.

I. DEFINITIONS:

For the purposes of this policy, all definitions incorporate those outlined in Regent Law and Policy, in in relevant Administrative Policy Statements, including Administrative Policy Statement # 1015.

Notes

1. Enacted on January 17, 2006. No amendments
 April 9, 2015: Revised in accordance with APS # 1015 and promulgated on April 9, 2015 on
 September 18, 2018: Further revised in accordance with APS # 1015 and promulgated.

2. History:
 Amended and revised on September 18, 2018 to ensure consistency with APS # 1015.
 Amended on 3 May 2018 to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
 Amended and revised on September 18, 2018 to ensure consistency with APS # 1015

3. Initial Policy Effective Date: January 17, 2006

34. Cross References/Appendix:
 b. Administrative Policy Statement # 1015 Implementing Program Discontinuance
Appendix A

Faculty Program Discontinuance Recommendation Committee

Normally, the Chancellor shall appoint as follows:

Standing (8 members)
- Faculty – Denver Campus (4 members)
- Faculty – Anschutz Medical Campus (4 members)

Ad Hoc – (5 members)
- Faculty Assembly representative – Denver Campus (1 member)
- Faculty Assembly representative – Anschutz Medical Campus (1 member)
- Faculty from campus under consideration (2 members)
- Faculty from campus not under consideration (1 member)

Chair
- Selection: vote by standing members
- Term: one fiscal year; renewable for one additional year
- Role: regular voting member

Staff
- Administrative support for the Committee will be assigned by the chancellor or the chancellor’s designee.

All voting members (Standing Committee members and ad-hoc members) must be tenured faculty (and cannot be deans). If non-tenure-track faculty members are added to the committee for a specific Request, they will have equal status in committee deliberations but will not vote. Note that the additional ad-hoc members may be requested. Further, the Committee may ask the chancellor to add non-tenure-track faculty members to participate on a specific Request as non-voting members. The Chancellor reserves the right to make final decisions on the composition and make-up of the Committee.

Standing Member Terms and Selection Procedures: Four-year terms (staggered to preserve committee history and memory). Terms can be renewed. Nominations will be from faculty and deans. Selection of members will be a collaborative decision by the chancellor and the faculty assembly leaders.

Ad-Hoc Members – Representatives from Faculty Assembly will be selected by the faculty assembly leadership. Nominations for other ad hoc members will be from faculty and deans, and faculty from other CU campuses may be nominated. Selection of members will be a collaborative decision of the chancellor and faculty governance leaders.
Appendix B: Program Closure Considerations

A non-exclusive list of factors that may be considered during review of a program being considered for discontinuance. The most current list may be found and in Appendix: Program closure considerations in APS # 1015. And is adopted in its entirety for the purposes of this policy.