

Campus Administrative Policy

Policy Title: **Academic Program Discontinuance**

Policy Number: 1025 Functional Area: **Academic and Faculty Affairs**

Effective: July 1, 2019
Date Last Amended/Reviewed: June 27, 2019
Date Scheduled for Review: July 1, 2026
Supersedes: Program Discontinuance for Internally Initiated Program
Discontinuance When Tenured or Tenure-track Faculty Face
Dismissal (January 17, 2006)

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Student Affairs

Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver location

A. INTRODUCTION

This policy is required by the University of Colorado/System 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: “...“program” refers to a degree program, department or division, school or college, or other program unit. Other program units include those that are engaged in research or academic pursuits, whether or

not such programs lead to a degree (for example, an institute, a laboratory, etc.)” In all cases, the Board of Regents shall make the final decision with respect to academic program discontinuance and the termination of tenure-track or tenured faculty appointments.

B. POLICY STATEMENT

Administrative Policy Statement (APS) 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 complements Regent Law and Policy and APS 1015 that defines that process. The process for the termination of faculty appointments that are the same for either an internally initiated or externally initiated program discontinuance.

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D. INITIAL REQUEST

The initial formal written request (Request) for an internally initiated program discontinuance is forwarded to the chancellor. The request may be generated by a department, its chair, the dean, the campus program review committee, the Provost, 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 which offers the program in question will be notified and asked to comment on the Request.

E. COMPONENTS OF THE INITIAL REQUEST

A Request shall include at a minimum the following elements:

1. Name of the program.
2. Names and titles of persons submitting the Request.

3. Rationale for Request; this must include the educational, strategic realignment, resource allocation, budget constraint or combinations of educational, strategic and/or financial reasons. (See Appendix B for examples).
4. Data or other relevant metrics associated with the Request. (see APS 1015, Appendix A)
5. Anticipated number, rank of faculty (by type) and students possibly affected.
6. 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.
7. Reference to any formal planning document(s) that cite the program, e.g. an academic master plan.

F. CHANCELLOR DECISION AND PROCESS WORKFLOW

1. 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 or their designee (e.g. Provost) shall promptly 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.
2. Following receipt of the Request for program discontinuance, the chancellor or their designee (e.g. Provost) shall convene the faculty review committee (the "Faculty Program Discontinuance Recommendation Committee" or "Committee") (see Appendix A) to undertake a review and submit a written report. Using this policy that outlines the grounds for closure (see Appendix B), the Committee shall collect information to ascertain whether there are such grounds for discontinuance. In carrying out their charge, the Committee shall take input from the faculty members of the program recommended for closure and from other faculty members, students, and administrative units affected by the possible closure. The Committee will make a determination on whether there are grounds for discontinuance and will prepare a written report of its findings for the chancellor. If closure is recommended, the Committee shall make recommendations for faculty appointments to be terminated in accordance with relevant university and regent laws and policies.

G. OTHER COMMITTEE OBLIGATIONS

1. The Committee should function as a neutral, confidential body and carefully consider the Request and all relevant information. The underlying presumption is that all Committee discussions, deliberations and written materials are confidential.
2. Committee members will use all available qualitative and quantitative information to make a recommendation.
3. The Committee will base its recommendation upon the strengths and contributions of the program to the university and/or campus missions.

4. A quorum will be defined as 75% of members. A super majority (2/3) is required to support the recommendation to discontinue a program.
5. 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.
6. The Committee will be available to consult with the chancellor in the preparation of the plan for program closure.
7. The Committee will act in accordance with University policies and Code of Conduct regarding Conflicts of Interest, Responsible Conduct and Ethical Requirements.
8. As the chancellor must present the final recommendation for closure and the plan to president within 120 days of the Request, the Committee shall submit its Committee Report to the chancellor within 90 days following the Request.

H. 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 should never be 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 mission of the campus and university at large 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 list of factors (see Appendix B) that attempt to define a productive and quality academic program.

I. REVIEW PROCESS FOLLOWING A COMMITTEE REPORT

The review process following the Committee report shall follow the guidance outlined in APS 1015. The Board of Regents shall make the final decision on degree program discontinuance and any related termination of tenured and tenure-track faculty.

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.

J. DEFINITIONS

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

Externally Initiated Program Discontinuance. Results from Colorado Commission on Higher Education (CCHE) policies.

Notes

1. January 17, 2006: Adopted/Approved.
May 3, 2018: Modified
July 1, 2019: Revised
2. History:

May 3, 2018: Updated to reflect a 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.
July 1, 2019: Amended and revised to ensure consistency with APS 1015
3. Initial Policy Effective Date: January 17, 2006
4. Cross References/Appendix:
 - [Regent Law, Article 4, Academic Organization and Program Planning](#)
 - [Regent Policy 4, Academic Organization and Program Planning](#)
 - [Administrative Policy Statement 1015, Implementing Program Discontinuance](#)

APPENDIX A: FACULTY PROGRAM REVIEW COMMITTEE

Normally, the Chancellor or their designee (e.g. Provost) shall appoint as follows:

Standing (8 members)

- a. Faculty – Denver Campus (4 members)
- b. Faculty – Anschutz Medical Campus (4 members)

Ad-hoc – (5 members) *

- a. Faculty Assembly representative – Denver Campus (1 member)
- b. Faculty Assembly representative – Anschutz Medical Campus (1 member)
- c. Faculty from campus at which program is under consideration (2 members)
- d. Faculty from campus at which program is not under consideration (1 member)

Chair

- a. Selection: vote by standing members
- b. Term: one fiscal year; renewable for one additional year
- c. Role: voting member

Staff

- a. Administrative support for the Committee will be assigned by the chancellor or the chancellor's designee.

- a. All voting members must be tenured faculty (and cannot be a dean, associate or assistant dean or functioning in a role that is primarily administrative). * The Committee may ask the chancellor to add additional ad-hoc members. Further, the Committee may ask the chancellor to add non-tenure-track faculty members to participate on a specific Request as non-voting members (they will have equal status in committee deliberations but will not vote). The chancellor reserves the right to make final decisions on the composition and makeup of the Committee.
- b. Standing Member Selection Procedures: Selection of members will be a collaborative decision by the chancellor or their designee (e.g. Provost) and the faculty assembly leaders.
- c. *Ad-hoc* Members. The Faculty Assembly representatives 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 ad-hoc members will be a collaborative decision of the chancellor or their designee (e.g. Provost) and faculty governance leaders.

APPENDIX B: PROGRAM CLOSURE CONSIDERATIONS

Program Closure Considerations are non-exclusive lists of factors that may be considered during review of a program being considered for discontinuance. The most current list may be found in [Appendix: Program closure considerations in APS 1015](#), and is adopted in its entirety for the purposes of this policy.