

Senate Document 19-24  
Approved, 4/27/2020

MEMORANDUM

TO: Fort Wayne Senate

FROM: Steven A. Hanke, Chair of the Education Policy Subcommittee

DATE: 3/25/2020

SUBJ: Senate Document 19-24 and Procedures for Senate Curriculum Review Subcommittee and Graduate Subcommittee

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WHEREAS, Senate Document 19-23 replaces Senate Document 17-03 and Senate Document 15-26; and

WHEREAS, The procedures outlined in Senate Document 15-26 established “guidelines to be followed in making decisions about financial shortages, mergers of academic units, reassignments of faculty to new academic units, or the elimination of academic programs within academic units” do not adequately reflect IPFW’s current situation; and

WHEREAS, Senate Document 19-23 noted that SD 15-26 “was written primarily to address circumstances of financial crisis or exigency and has not been easily adaptable to meet other circumstances”; and

WHEREAS, Senate Document 19-23 modified the charge of the Curriculum Review Subcommittee and Graduate Subcommittee; and

WHEREAS, Bylaw 5.3.3.2.3.4.2 states that “The Curriculum Review Subcommittee shall under 5.3.3.2.3.4.2.2 “examine and report on existing academic programs...when one of the following circumstances occur...there are administrative or faculty led initiatives to reorganize, merge, reduce or eliminate academic programs or units.”

WHEREAS, Bylaw 5.3.3.2.3.5.2. states that “The Graduate Subcommittee”, under 5.3.3.2.3.5.2.2 “examine and report on existing academic programs or courses...when one of the following circumstances occur...there are administrative or faculty led initiatives to reorganize, merge, reduce or eliminate academic programs or units that impact graduate-level programs.”;

BE IT RESOLVED, that the following procedures be adopted to replace those outlined in Senate Document 15-26.; and

BE IT FURTHER RESOLVED, that the following procedures delineate the roles and responsibilities for coordinating the work of the Curriculum Review Subcommittee and the Graduate Subcommittee with one or more Academic Units when considering a proposal for Program Reorganization, Merger, Reduction, and/or Elimination.

## Guidelines for Program Reorganization, Merger, Reduction, and/or Elimination

### I. Faculty Authority

- A. The Constitution of the Faculty of Purdue University Fort Wayne (hereafter, PFW) endows the faculty with the powers to make recommendations concerning changes in academic organization (VI.A.2.a).
- B. In the exercise of this power, decisions concerning reorganization, merger, reduction, and/or elimination of programs shall occur as a result of a review process in which the faculty has assumed a prominent role.
- C. Reorganization, merger, reduction, and/or elimination of a program shall proceed according to procedures established by the Fort Wayne Senate (hereafter, Senate) and the faculty of each unit directly affected.
- D. The procedures described below shall apply whenever a proposal for reorganization, merger, reduction, and/or elimination of programs is submitted, regardless of whether the proposal is initiated by faculty, a Chair/Director, a Dean, or Administrator.

### II. Affirmative Action

- A. These procedures shall be applied in a manner that is consistent with PFW's commitment to affirmative action.

### III. Student Completion

- A. Any proposal for reorganization, merger, reduction, and/or elimination that affects students pursuing a degree or certificate, or that requires course work in an affected program, should allow for those students to complete their degree or certificate program within a reasonable timeframe or to transfer to a comparable program without incurring any credit penalty.

### IV. Procedures for Proposing a Program Reorganization, Merger, Reduction, and/or Elimination

- A. The following procedures deal with the possibility of the reorganization, merger, reduction, and/or elimination of academic programs and become effective whenever either an academic unit or the administration makes or endorses such a proposal.
- B. A faculty member, Chair/Director, Dean or a designee of an administrative officer may initiate a proposal for program reorganization, merger, reduction, and/or elimination of an academic program. The proposal shall contain the following information: 1) rationale for proposed changes, 2) explanation of the new structure for the impacted program/unit, including a comparison of the current and proposed structures; 3) impacts (both positive and negative) on students, 4) curricular impacts, 5) impacts on full-time and part-time faculty including an explanation of how all points in the Appendix are addressed, 6) impacts on the unit (department, college), 7) impacts on other departments or programs (e.g., General Education), and 8) impact on accreditation, as appropriate.

- C. The proposal shall be shared with and feedback will be solicited from the majority of faculty (as defined by the Senate Constitution and referred to as “faculty” throughout this document unless a more specific classification is appropriate) in the unit, the Chair/Director, and Dean. If the proposal cuts across units or colleges, full-time faculty members, the Chair/Director, and Dean of all affected units shall be invited to provide feedback.
- D. The proposal should then be revised, as necessary, based upon the feedback provided before submitting the final proposal to the Office of Academic Affairs.
- E. The Office of Academic Affairs will review the proposal for completeness and adherence to the proposal requirements (IV.B) and send feedback to the proposal originator. If OAA determines the proposal was not in compliance, all necessary changes must be made before the proposal will be submitted for a 15-day remonstrance period. All full-time faculty members, the Chair/Director, and Dean of all appropriate units will receive the proposal through the remonstrance process.
- F. At the expiration of the 15-day remonstrance period, the Senate Curriculum Review Subcommittee and the Senate Graduate Subcommittee, if the proposal impacts graduate programs, will consider the proposal. The Subcommittees will deliberate regarding the viability of the proposal (see IV.B), and whether lower levels followed basic standards of fairness and shared governance. The Subcommittees then will conduct a vote to accept, reject, or remand the proposal back to the originator. Each Subcommittee shall notify the originator in writing of its decision. Should a committee decide to deny or remand the request back to the originator, the committee shall provide its written reasons in detail. The originator may either revise the existing proposal, create a new proposal, or withdraw the request altogether. All new proposals must go through the process again, beginning with IV.A.
- G. Should the Senate Curriculum Review Subcommittee or the Senate Graduate Subcommittee vote to endorse the proposal, the recommendation will be sent to the Senate Executive Committee for consideration and then be handled by the normal Senate processes. If there is a split vote for a program reviewed by both Subcommittees, the subcommittee approving the proposal will send it to the Senate Executive Committee for consideration. The Senate Executive Committee should contact the chair of the other subcommittee reviewing the proposal for a status update.
- H. Should the Senate vote to endorse the proposal, the recommendation will go to the Office of Academic Affairs to be routed for approval by the Vice Chancellor of Academic Affairs (VCAA) and the Chancellor. Should the VCAA or Chancellor deny the request or remand it back to the originator, a written decision should provide reasons in detail. The originator may either revise the existing proposal, create a new proposal, or withdraw the request altogether. All new proposals must go through the process again, beginning with IV.A.

## Appendix

### Procedures Relating to Faculty Appointments as a Result of Reorganization, Merger, Reduction, and Elimination of Programs

#### A. Program Reorganization, Merger, Reduction, and/or Elimination

1. Except under conditions of financial exigency as defined in the American Association of University Professors' "Recommended Regulations on Academic Freedom and Tenure," faculty members and librarians with tenure, lecturers, senior lecturers and clinical faculty with six or more years of continuous service, or those currently serving under a term of an unexpired appointment shall not be involuntarily terminated as a result of program reorganization, merger reduction or elimination. Decisions concerning the status of other instructors (e.g., limited term) in affected programs shall be made in accordance with the current policies and procedures regarding appointment and reappointment. In an event that is less than financial exigency, the University shall make every effort to reassign all affected faculty of a program that is subject to reorganization, merger, reduction or elimination to another appropriate program at PFW.
2. Faculty of a reorganized or merged program shall be reassigned to the surviving program or to another appropriate program at PFW.
3. In all cases, the reassignment of faculty who are retained in cases of financial exigency or who are reassigned due to events other than financial exigency should adhere to all of these guidelines.
  - a. Tenured faculty shall be reassigned with tenure.
  - b. Reassignment of faculty with six or more years of continuous service shall be reassigned with no break in service.
  - c. A faculty member serving under a term of an unexpired appointment shall have the right, when reassigned, to serve no less than the remainder of his/her current term of appointment in the new program.
  - d. A reduced rate of compensation shall not result because of reassignment of a faculty member.
  - e. Other benefits earned before reassignment, such as credit toward a sabbatical leave, shall not be lost as a result of reassignment.
  - f. Reassignment shall be determined in consultation with the affected faculty and the dean/director of both the current and newly assigned units.
4. If the reassignment of a faculty member described in A.3 requires retraining, the retraining shall follow the following guidelines:

- a. The faculty member and dean/director of the program to which s/he is scheduled to be reassigned will collaborate to determine the appropriate content and duration of the retraining, understanding that retraining must ensure the meeting of HLC faculty qualifications.
  - b. An administrator of the program to which the faculty member is scheduled to be reassigned must inform the faculty member in writing what specific training must be completed successfully in order to guarantee such reassignment.
  - c. The affected faculty member shall be automatically eligible for a training leave.
  - d. All costs related to retraining of faculty members as a result of changes to one or more programs should occur at PFW's expense, unless faculty voluntarily waive this right.
  - e. The University shall facilitate retraining for reassignment by approving release time or leaves with pay and fringe benefits for affected faculty members.
  - f. The University shall facilitate a training leave for the faculty or staff member to complete the needed retraining at PFW, through the Purdue system, or at another university or source of professional development if the requisite training is not available via Purdue.
  - g. The university will facilitate training at a different university when training at PFW or Purdue:
    - i. Might result in a potential conflict of interest
    - ii. Potentially violates due process for a tenure and/or promotion case involving anyone who participates in the retraining, or
    - iii. Might otherwise aggravate any potential personnel conflicts involving one or more faculty or staff members participating in the retraining.
  - h. A training leave shall not replace a faculty member's sabbatical, nor shall it have an adverse effect on eligibility for an upcoming sabbatical.
5. Reassigned faculty shall not displace an incumbent in an existing position.

#### B. Prior Notice

1. After a decision has been made to reassign a faculty member; or not to renew an existing appointment under the provisions of Section A of these procedures, the chief administrative officer shall provide the affected faculty member at least one year's written notice of such action.

#### C. Appeal

1. Faculty members who fall under the provisions of these procedures shall have

the right of appeal to the Purdue University Academic Personnel Grievance Board, as appropriate.

2. An appeal may be made on the basis of a complaint about the interpretation or implementation of procedures regarding reorganization, merger, reduction, and/or elimination of programs as established by the Senate and elected policy committees of the major units.
3. Conduct of such appeals shall be in accordance with the existing procedures of the Purdue University Academic Personnel Grievance Board.