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POLICY AND PROCEDURES ON TRANSFER, CONSOLIDATION, DISESTABLISHMENT, AND DISCONTINUANCE OF ACADEMIC PROGRAMS AND UNITS

The disestablishment of academic programs or units is a grave matter that is the direct responsibility of the Academic Senate. Because it affects a segment of the academic community in particular, and the whole academic community in general, disestablishment should be undertaken only after the most serious consideration.

Programs or academic units should not be disestablished in order to cope with temporary or transitory financial difficulties, and every effort should be made to deal with these in an equitable manner. Before proposing the disestablishment of academic programs or units, the administration is expected to demonstrate that the financial exigency is not temporary and cannot be met by reduction in administrative staff and personnel.

For purposes of this policy an academic program is defined as a sequence of courses and/or examinations leading to a degree; it does not include an emphasis track within a major. An academic unit is defined as a school or college. In what follows, the word "disestablish" and its derivatives will be used to simplify reference to any of the four possibilities: transfer, consolidation, disestablishment, or discontinuance.

I. General Provisions

A. Any issues pertaining to these procedures, but not covered explicitly by this policy, shall be resolved by the Divisional Council of the Merced Academic Senate.

B. Any decision or recommendation to transfer, consolidate, disestablish, or discontinue an academic program or unit shall be preceded by an *ad hoc* review of the program or unit. All proposals for the disestablishment of academic programs or units shall be considered by an *ad hoc* committee of five members, which shall comprise one person delegated by each of Undergraduate Council (UGC), Graduate and Research Council (GRC), and Committee on Academic Planning and Resource Allocation (CAPRA), from among their members, and two other members at large to be appointed by the Committee on Committees. The *ad hoc* committee shall have the authority to request documentation pertinent to the proposed disestablishment from both the administration and all related academic groups. It may seek expert advice from persons within or outside the University. It shall submit its report to the Divisional Council within thirty days of its appointment. A copy of the report shall immediately be sent to the chair or other principal officer of the program or unit concerned.

C. Academic programs may be disestablished for academic or financial reasons.

1. If the Divisional Council decides that academic considerations principally apply, the *ad hoc* committee shall undertake a broad investigation to ascertain the quality and effectiveness of the academic unit or program in question.

2. If the Divisional Council decides that financial and budgetary considerations principally apply, the *ad hoc* committee is charged to elicit from the Chancellor and his/her administrative officers, at the minimum, a budgetary and fiscal analysis showing a consideration of the following:

a. Whether the budgetary deficiency is a temporary or short-term financial perturbation.

b. Whether the disestablishment of the academic program or unit in question is the most feasible way of meeting the alleged financial exigency, and

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c. Whether cuts across the board are feasible and can be made equitably. These cuts may include terminating temporary appointments and dismissing non-tenured faculty members of programs and units. The *ad hoc* committee shall closely examine the implications of this information and solicit whatever additional material is required in order to present a complete report to the Divisional Council. In all cases arising from financial exigency, it should examine and explore other ways of solving the fiscal problems.

D. Agencies of the Academic Senate charged with making recommendations or decisions pertaining to disestablishment of academic programs or units shall:

1. extensively consult students and faculty who are affected by the proposed change;
2. consider whether arrangements for peer review from outside the University shall be requested; and
3. notify the Chancellor and consult with the President early in the process if the academic program or unit under consideration appears to be unique to the University, or if it is believed that the disestablishment may have systemwide effects or effects on higher education programs in California other than within the University of California.

E. If the disestablishment of an undergraduate or graduate academic program includes disestablishment of a degree, final decision with respect to the degree shall be made by the Regents on the recommendation of the President.

F. In any case in which disestablishment of an academic program or unit would involve intercampus transfer or consolidation, the procedures set forth in sections I, II, III, and IV shall apply. As appropriate, the Chancellor will arrange for coordination with other campuses and the President.

G. Arrangements shall be made for the orderly and appropriate accommodation of academic and staff employees whose positions are affected by a decision to disestablish or discontinue or to transfer to another campus or to combine with another program or programs on a different campus. These arrangements shall be in accordance with existing personnel policies to the extent that they are adequate for each specific decision. Where existing policies are not adequate, supplemental policies shall be developed by the systemwide administration through appropriate consultation with the Academic Senate.

H. The campus shall report such transfers, consolidations, and discontinuances annually in its Academic Program inventory.

II. Procedures for the Disestablishment of Undergraduate Programs

Proposals for the disestablishment of undergraduate programs may be initiated by schools, by review committees, by the Academic Senate, or by the Chancellor. Such proposals shall be submitted to and screened by UGC before any further action is taken.

A. Before any action is taken by UGC, it shall submit the proposal to an *ad hoc* committee for review and recommendation as provided in Section I.B.

B. UGC shall send notification of the proposal to those faculty members and students concerned.

C. Any member of the faculty of the school or program concerned, or any other interested parties, may petition for a hearing before UGC within thirty days of notification. The hearing must be scheduled by UGC within fifteen days of receipt of the report of the *ad hoc* committee. Representatives of GRC and CAPRA

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shall attend the hearing.

D. Upon completion of the procedures prescribed in part C, and after the report of the *ad hoc* committee has been received, the proposal shall be considered at a meeting of UGC to which the members of GRC and CAPRA are invited. Whatever decision or recommendation is made by UGC shall be immediately transmitted to the chair or other principal officer of the program or unit concerned. UGC shall transmit its recommendation to the Divisional Council.

E. The final decision of the Divisional Council shall be transmitted to the Chancellor and shall immediately be reported to the Division through a notice sent to each member.

F. Students enrolled in any program to be disestablished shall be accommodated in a fashion that will ensure completion to the degree.

III. Procedures for the Disestablishment or Discontinuance of Graduate Programs

Proposals for the disestablishment or discontinuance of graduate programs may be initiated by schools, by review committees, by the Academic Senate, or by the Chancellor. Such proposals shall be submitted to and screened by GRC before any further action is taken.

A. Before any action is taken by GRC, it shall submit the proposal to an *ad hoc* committee for review and recommendation as provided in Section I.B.

B. GRC shall send notification of the proposal to those faculty members and students concerned.

C. Any member of the faculty of the program concerned, or any other interested parties, may petition for a hearing before GRC within thirty days of notification. The hearing shall be scheduled by GRC within fifteen days of receipt of the report of the *ad hoc* committee. Representatives of UGC and CAPRA shall attend the meeting.

D. Upon completion of the procedures prescribed in part C, and after the report of the *ad hoc* committee has been received, the proposal shall be considered at a meeting of GRC to which the members of UGC and the CAPRA are invited. Whatever decision or recommendation is made by GRC shall be immediately transmitted to the chair or other principal officer of the program concerned.

E. The recommendation of GRC shall be submitted to the Division at its next meeting. If either GRC or the program or unit concerned requires additional time to prepare an adequate presentation, the Chair of the Division may grant a postponement until the next regularly scheduled Divisional meeting or until a special meeting to be held not more than thirty days thereafter. At that meeting at which the presentation of the case is completed, the Division shall take final action on GRC's recommendation. The decision of the Division shall be reported to the Chancellor and to the Coordinating Committee on Graduate Affairs.

F. Students enrolled in any program to be disestablished shall be accommodated in a fashion that ensures completion to the degree.

IV. Procedures for Disestablishment or Discontinuance of Academic Units

Proposals for the disestablishment or discontinuance of academic units may be initiated by the Chancellor, the Provost, a dean, or faculty members in the unit, or by the Academic Senate. Proposals originating from other than the Divisional Council shall be submitted to and screened by the Divisional Council, which is the

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agency of the Division responsible for overseeing these procedures for the disestablishment of academic units.

- A. Before any action is taken by the Divisional Council, it shall submit the proposal to an *ad hoc* committee for review and recommendation, as provided in Section I.B.
- B. The Divisional Council shall send a notice of the proposal to the faculty members and students involved.
- C. While considering such a proposal, the Divisional Council may request that appropriate Senate committees review various aspects of the proposal and report to it.
- D. Any member of the faculty of the unit concerned, or any other interested parties, may petition for a hearing before the Divisional Council within thirty days of notification. The hearing must be scheduled by the Divisional Council within fifteen days of receipt of the report of the *ad hoc* committee. At this hearing, interested administrative officers, faculty members, and students shall have an opportunity to present their views on the proposal.
- E. Upon completion of the above procedures and after the report of the *ad hoc* committee has been received, the proposal shall be considered at a meeting of the Divisional Council to which the members of the appropriate Senate committees are invited.
- F. The final decision of the Divisional Council shall be transmitted immediately to the Chancellor, to the chair or other principal officer of the unit concerned, and to the Division by a notice sent to each member. Students and faculty members of the unit shall be notified.
- G. The recommendation of the Divisional Council shall be submitted to the Division at its next meeting. If either the Divisional Council or the unit concerned requires additional time to prepare an adequate presentation, the Chair of the Division may grant a postponement until the next regularly scheduled Division meeting or until a special meeting to be held not more than thirty days thereafter. All objecting parties shall have an opportunity to present their views to the Division. At that meeting at which presentation of the case is completed, the Division shall take final action on the Divisional Council's recommendation. The Division shall report to the Chancellor whether it recommends approval, disapproval, or modification of the proposal.
- H. The Chancellor shall decide whether to recommend disestablishment of the unit to the President.
- I. The final decision on the disestablishment of schools and colleges shall be made by the Regents upon the recommendation of the President. The President shall make a final decision on the disestablishment of other academic units after consultation with the Assembly of the Academic Senate and students as appropriate.
- J. If an academic unit is disestablished, arrangements shall be made to allow students enrolled in the unit to complete their degree.