Program Closure Procedure Final Draft
As submitted April 1, 2010; as amended after University attorney review February 7, 2011

Introduction
When considering the procedure for closing an academic program or department of instruction, it should be remembered that this is a collaborative process involving not only the appropriate area faculty and relevant administrators, but also the university community as a whole. This process will require careful, timely consideration and response from faculty, faculty committees, administrators, and, whenever possible, students; anyone involved should form opinions and make decisions based on the established criteria for evaluation. In addition, this process will provide institutional memory when information is sought in the future about the rationale for a closure decision. Before any program is closed, notice will be given to and approvals obtained from the various accrediting agencies of the appropriate college, school, or university as a whole, and the university should proceed in a way that will not jeopardize any accreditations. Faculty affected by a program’s closure shall have those protections and rights specified in the University Policies and Procedures. The Provost may make reasonable modifications of the deadlines to accommodate the university calendar and for other extenuating and exceptional circumstances.

For the purposes of this document, academic program or department of instruction will be referred to as “Program,” with its academic leader referred to as “Chair.”

I. INITIATION OF THE REQUEST FOR REVIEW

The request to review a Program for possible closure may be initiated only by the Chair of the Program under review, the dean of the appropriate school or college, the Provost, or the President.

A. The Request for Review must be made in writing, include a substantive rationale for the closure based on the established criteria adopted by Stetson University for Program closure, including appropriate key indicators, and be accompanied by any other supporting documentation.

B. Copies of the Request for Review must be sent to the Chair of the Program under review, the college/school curriculum committee (for those colleges/schools that have curriculum committees), the dean of the appropriate school or college, the University Council on Curriculum and Academic Policy (UCCAP), and the Provost.

II. PROCESS FOR REVIEWING A PROPOSAL FOR CLOSURE

A. Program Review Committee

1 The College of Law will modify the policy as necessary to comply with accreditation standards.
After the Request for Review has been received, the Provost in collaboration with the Chair of the Faculty Senate will initiate the creation of the Program Review Committee.

1. **Composition of the Program Review Committee:** In the College of Arts & Sciences, the School of Business Administration, and the School of Music, the Program Review Committee will consist of a total of five faculty members: two appointed by the dean of the college/school in which the Program is housed; two faculty members appointed by the Faculty Senate; and one faculty member appointed by the Chair/director of the department or Program under review. All appointed faculty members must be from among the university faculty, but must not be affiliated with the Program under review.

2. **Duties of the Program Review Committee:**
   a. The Program Review Committee (PRC) will review the criteria for Program closure and the appropriate key indicators and use the stated criteria and key indicators as major guidelines in formulating their recommendation. The PRC will also meet with those faculty affected by the closure and collect data and receive input from those faculty. The information received from affected faculty will also be a major factor in formulating their recommendation. The PRC may consult other stakeholders as necessary and appropriate (including students).
   b. For those colleges/schools with curriculum committees, the Program Review Committee will request a written statement from those curriculum committees detailing how the closing of the Program will affect the college/school and stating the school/college curriculum committee’s recommendation regarding closure.
   c. As part of the review, the affected Program faculty may submit documentation to the Program Review Committee supporting the Program’s continuation, including supporting documentation from experts in the subject area.
   d. Within 60 days from the date of the original Request for Review, the Program Review Committee will consider all of the above information and make a recommendation to the faculty of the college/school and to the UCCAP. The Program Review Committee may recommend that the Program be closed, that the Program continue but with modifications, or that the Program continue as it currently exists.

B. **Procedure if the Program Review Committee Determines that the Program Should be Closed or Modified**

1. If the Program Review Committee recommends that the Program under review should be closed, the PRC will present this recommendation, a written rationale behind the recommendation, and a closure plan to the faculty of the college/school in which the Program resides. Faculty in this college/school will vote on the recommendation, and the recommendation and the results of this vote will be forwarded to the UCCAP. The method of notification of college/school faculty and
mechanism for the faculty vote (e.g., via email, at a regular faculty meeting, at a specially called meeting) are left to the discretion of the PRC.

a. The closure plan must discuss the applicability of the closure criteria to the Program and specifically include a discussion of the impact of the closure on the current students in the Program, making recommendations for a future plan to accommodate them (teach out, credits from other institutions, etc.)

b. The closure plan must also discuss any impact the closure will have on existing faculty and make recommendations as to how the affected faculty will be accommodated.

2. If the Program Review Committee recommends that the Program should remain open but with modifications, the Program Review Committee shall draft recommendations for modification in consultation with the faculty of the Program. The modification plan shall address the reasons stated in the original Request for Review as reasons for closure. The recommendations for modification shall be forwarded to the faculty of the college or school for a vote on the recommendations. The method of notification of college/school faculty and mechanism for the faculty vote (e.g., via email, at a regular faculty meeting, at a specially called meeting) are left to the discretion of the PRC. The modification plan and the results of the vote will be forwarded to the UCCAP.

3. The UCCAP, after reviewing the recommendation of the PRC and the results of any vote of the college/school faculty, may send the request back to the PRC for further review, more information, or clarification.

4. Within 30 days of the date that the recommendations of the PRC and faculty were forwarded to it, the UCCAP, after considering all the recommendations and information brought to it, will forward its recommendation, along with the PRC recommendation and supporting documentation and the results of the faculty vote, to the Provost. The Provost will make a recommendation to the President for final action. The Board of Trustees retains the ultimate governing authority.

C. Procedure if the Program Review Committee Determines that the Program Should Continue as it Currently Exists

1. The Program Review Committee will forward its recommendation, with a clear rationale on why the Program should continue, to the faculty of the college/school for a vote. The method of notification of college/school faculty and mechanism for the faculty vote (e.g., via email, at a regular faculty meeting, at a specially called meeting) are left to the discretion of the PRC. The PRC recommendation and the results of vote will be forwarded to the UCCAP.

2. The UCCAP, after reviewing the recommendation of the PRC and the results of any vote of the college/school faculty, may send the recommendation back to the PRC for further review, more information, or clarification.
3. Within 30 days of the date that the recommendations of the PRC and faculty were forwarded to it, the UCCAP, after considering all the recommendations and information brought to it, will forward its recommendation, along with the PRC recommendations and supporting documentation and the faculty vote, to the Provost. The Provost will make a recommendation to the President for final action. The Board of Trustees retains the ultimate governing authority.

III. Final Action

A. Within 15 days of receiving the UCCAP recommendation, the Provost may accept it or send it back to the PRC for further review, information, or clarification. If the recommendation is sent back for any reason, the time for additional review, information gathering, or clarification shall not exceed 30 days before the Provost makes the final recommendation to the President.

B. Once the President makes the final decision, the Provost will work with the appropriate dean to implement the recommendation(s) for modification or the closure plan, giving great weight to the recommendations of the PRC for accommodating students currently in the Program and any affected faculty.

C. All university faculty must be informed of a Program closure and given the rationale for its closure.

D. If the President’s decision is to close a Program and as a result tenured faculty will be terminated, highest priority should be given to any tenured faculty in the affected Program through reassignment of teaching responsibilities, retraining, early retirements, etc. Individual faculty affected by the Program’s closure shall have those protections and rights specified in the University Policy and Procedures.