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, and administrators; 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.

For purposes of this document, academic program or department of instruction will be referred to as department, with its academic leader referred to as chair. The provost may extend the deadlines in this process only for extenuating and exceptional circumstances.

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 department under review, the dean of the appropriate school or college, or the Provost.

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 department under review, the college/school curriculum committee (for those colleges/schools that have curriculum committees), the dean of the appropriate school or college, the UCCAP, and the Provost.

II. PROCESS FOR REVIEWING A PROPOSAL FOR CLOSURE

A. Program Review Committee

After the Request for Review has been received, the appropriate dean 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 department 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 a major guideline 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.

   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 department 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 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 department under review should close, 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 department resides. Faculty in this college/school will vote on the recommendation and the results of this vote are 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 department 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 recommendation. The results of the vote are 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 any point in the procedure 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 to the Provost for final action along with the PRC report and supporting documentation and the results of the faculty vote.

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 report, with a clear rationale on why the program should continue, to the faculty of the college/school for a vote on the recommendation. The results of vote are forwarded to 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 request back to any point in the procedure 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 to the Provost for final action along with the PRC report and supporting documentation and the faculty vote.

III. Final Action

A. Within 15 days of receiving the UCCAP recommendation, the provost may accept it or send it back to any point in the procedure 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 decision.

B. Once the provost 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 faculty committee 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 the closure and supporting documentation for closure.

D. If the program wishes to appeal a decision for closure, the chair of the program may appeal to the University Grievance Council for review and reconsideration of the decision only on the basis of egregious procedural error. An individual faculty member wishing to appeal a position change that results from program closure will follow the procedures described in the University Policy and Procedures.

E. If the Provost’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, buy-outs, early retirements, etc. If such measures are not possible, at a minimum, all tenured faculty whose jobs will be terminated must be given one year’s notice from the date of the closure of the program. Individual faculty affected by the program’s closure shall have those protections and rights specified in the University Policy and Procedures.