

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

ASSISTANCE TO FACULTY DISPLACED BY DISCONTINUANCE OF PROGRAMS

BP 3-22

APPROVED: March 12, 1987
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READOPTED: August 25, 2001

REFERENCES:

H.B. 1187
C.R.S. 23-1-107

ISSUED BY:

Joe D. May, System President

Policy Statement

When the Colorado Commission on Higher Education (Commission) or the Board directs/ approves the discontinuance of a degree program, the provisions of this policy will apply.

Development of Phaseout Plan

The System President or his/her designee and the President of the affected college will develop a phaseout plan, using the following guidelines.

1. A major consideration will be to maintain the integrity of the educational services to the students during the phaseout period and to provide assistance to students to assure insofar as possible that they will have opportunity to complete their program.
2. There will be input from affected personnel on the college campus.
3. Expenditures connected with the Phaseout Plan must be projected in light of the budgetary situation of the college.
4. If the program closure will require a reduction in force (RIF), Board Policy 3-20 must be followed.
5. When regular full-time faculty members are subject to reduction in force because program closure has been directed/approved by the Commission or the Board, the Plan will identify programs for assistance to such displaced

faculty pursuant to C.R.S. 23-1-107. See section on Possible Programs.

6. If applicable, the Plan will include time frames to accommodate the requirements of the reduction in force policy, insure adequate implementation of faculty assistance programs, and allow opportunity for students to complete their program insofar as that is possible.
7. If the program closure was mandated by the Commission, the Plan must allow for closure no later than two years after notice is received by the Board to discontinue the program.

Approval of Phaseout Plan

The plan will be submitted to the System President no later than 60 days after the college receives notice to discontinue a program.

If the program closure was mandated by the Commission pursuant to C.R.S. 23-1-107, the Plan will be submitted for Board approval and transmittal to the Commission no later than 90 days after the Board received notice from the Commission to close the program.

If the closure was not mandated by the Commission, the System President may give final approval to the Plan.

The Plan will be implemented by the College President immediately upon approval.

Determination of Assistance

The College President will determine the assistance and retraining programs to be made available. The following guidelines will apply:

1. Programs will be determined on the basis of the needs of the faculty in the program area which is being discontinued. Programs to be provided may be tailored to fit individual needs of each of the affected faculty members.
2. Programs must be completed prior to the effective date of the reduction in force of the faculty member unless a different completion date is approved by the College President as noted below.
3. The College President may approve an extension of assistance programs beyond the effective date of the program closure if in the judgment of the College President it is not possible to provide an adequate assistance program to a particular faculty member prior to that time; however, such extension shall not exceed one year beyond the phaseout period identified for the program. In the case of program discontinuance mandated by the Commission, assistance programs must be completed within two years after notice is received to close the program, unless the College President approves an extension. Such extension will not exceed one additional year.

4. Regardless of the completion date approved for assistance programs, the salary and benefits of faculty members will cease on the effective date of their reduction in force.

Possible Programs

Retraining and Assistance Programs will include, but are not necessarily limited to, the following:

1. Rehire rights will be extended as contained in the Board's Due Process Policy (BP 3-20, as revised).
2. The Board's Voluntary Early Retirement Plan will be made available upon request to eligible faculty who will be displaced by program discontinuance with priority given to such displaced faculty.
3. The System will provide its expertise and resources in the areas of career counseling and job placement; System facilities and services for resume preparation will be made available; information concerning retraining programs will be provided; and other similar assistance may be given.
4. The System will pay for the cost of tuition for any displaced faculty member who enrolls at a college under the governance of the Board as a part of his/her approved retraining program.
5. Insofar as it is possible to do so and still maintain the integrity of the educational services to students remaining in the program during the phaseout period, the college will reschedule assignments and provide released time to accommodate retraining of displaced faculty.

Procedures

The System President shall promulgate procedures as necessary to implement this policy.