

## **Program Deactivation (Administrator Initiated)** *Effective April, 2019*

The following guidelines are provided for those instances in which an academic college administrator (i.e., dean, provost, or president) recommends the deactivation or discontinuance<sup>1</sup> of any academic program. Per the Curricular Approval Process adopted at SUNY Potsdam<sup>2</sup>, “*the President of SUNY Potsdam has the power to discontinue programs at his [sic] discretion at any time.*” While the preferred policy for discontinuance or deactivation is that this process be initiated from the faculty, there are times in which these decisions need to be made at the administrative level. Even in these instances, however, it is highly recommended that the process be as inclusive as possible in order to elicit feedback and to inform as many impacted constituencies as possible. It is also expected that accurate data be used to guide any final programmatic decision.

Recommended steps for an administrator-initiated deactivation or discontinuance of an academic program include the following:

- Data are collected regarding the program including enrollment trends, regional market needs, peer comparisons, faculty load, impact on other academic programs including General Education, program quality, etc. It is recommended that the “Academic Affairs Program Prioritization Evaluation Criteria” rubric be used in this process, and that the mission of the College and all relevant strategic plans be considered in these deliberations.
- Discussions are held with the Provost’s Cabinet to review the request and discuss any possible cross-unit impacts.
- A face-to-face meeting is held with the Dean(s), Chair(s), and other faculty from programs affected to discuss the recommendation (the Provost may also hold or attend the meeting, as appropriate). For graduate programs, the Director of Graduate Education will also be included at the meeting.
- A face-to-face meeting is held with the Dean, Provost, and Senate leadership to review the data and recommendation.
- The Provost’s Cabinet considers the input from constituents and makes the decision to move forward with the proposal, revise the proposal, or withdraw the proposal.
- If the proposal is moved forward (including a revised proposal), the Provost submits a “Memo of Intent to Deactivate” to the SUNY Potsdam Faculty Senate Chair. If requested by the Senate’s Executive Committee, a follow-up meeting is held with the Provost within two weeks of the receipt of the Memo.
- The proposal for deactivation/discontinuance is recommended to the President’s Council by the Provost.
- Upon recommendation of the President’s Council and deliberation with the Provost, the President makes the final decision regarding deactivation/discontinuance.
- The Provost and/or designee completes the *Proposal to Deactivate and/or Discontinue a Program* form and submits it to SUNY.

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<sup>1</sup> **Deactivation** refers to a three-year period in which a program does not accept new students but remains as a registered program; **discontinuance** refers to those programs that are removed from the Inventory of Registered Programs (IRP).

<sup>2</sup> Source: <http://www3.potsdam.edu/curricularapproval/>

- In the case of deactivation, the campus has three years to make a final decision regarding discontinuance. During that time, it is expected that the Dean(s), Chair(s), and faculty develop a plan for either revising the program or recommending its discontinuance.

As soon as SUNY accepts the recommendation for deactivation or discontinuance, the Provost and Dean(s) will work with appropriate constituencies to inform them of the change, including the following:

- Registrar- The Provost immediately contacts the Registrar regarding the program's status.
- Students currently in the program- students must be allowed to complete the program, and will be informed by their Chair or Dean regarding next steps in the process.
- Faculty- Faculty members affected by the deactivation/discontinuance may be reassigned to a new program within the department or to a new department/school, depending on the individuals' areas of expertise and the needs of the College. The faculty members, and the chairs/deans, will be consulted prior to any reassignment. Every attempt will be made to find an alternative academic home for affected faculty members, regardless of tenure status or rank; however, this cannot be guaranteed. Final decisions regarding reassignment and reappointment rest with the President of the College.
  - **Note:** Only in very rare circumstances would retrenchment be considered as a result of program deactivation or discontinuance. Article 35 of the UUP contract defines retrenchment as *"the termination of the employment of any academic or professional employee during any appointment, other than a temporary appointment which may be terminated at any time, as a result of financial exigency, reallocation of resources, reorganization of degree or curriculum offerings or requirements, reorganization of academic or administrative structures, programs or functions or curtailment of one or more programs or functions University-wide or at such level of organization of the University as a College, department, unit, program or such other level of organization of the University as the Chancellor, or designee, deems appropriate."* If retrenchment recommendations are considered, all contractual policies and procedures would be followed.
- Admissions- the Provost will contact the Director of Admissions (undergraduate) or Director of Graduate Studies (graduate) to ensure that no new students are recruited into the program and to recommend alternative programs of study.
- College Communications- the Provost will update College Communications regarding the change, including recommendations for removing appropriate links from the College website and marketing materials.
- Alumni- The Provost will update the VP for Advancement regarding the program's status; the VP of Advancement will work with Alumni Relations to contact donors or other active program alums as appropriate.

*[Adopted by the Office of the Provost 12/2018; Accepted by the President's Council 3/27/19]*