



# Procedures for Terminating Faculty Appointments Because of the Discontinuance of the Department, Program, School, Unit or Funds

**Originator:** Chief Human Resources Officer

**Subject:** Procedures for Terminating Faculty Appointments Because of the Discontinuance of the Department, Program, School, Unit or Funds

## I. Purpose

In accordance to UMGC Policy 181.00, Faculty Appointment, Rank and Promotion, Section II.E., Separation and/or Termination of Faculty, the institution may terminate any appointment because of the discontinuance of the department, program, school or unit in which the appointment was made; or because of the lack of appropriations or other funds with which to support the appointment. These procedures establish the period of notice for all UMGC collegiate faculty members whose appointment is terminated because of the discontinuance of the department, program, school or unit or because the lack funds with which to support the appointment.

## II. Definitions

- A. Unit – A department or portion of a department identified and designated by the Chief Human Resources Officer (CHRO) in the “UMGC List for Layoff and Reinstatement” (List). This List will be approved by the UMGC President or designee and may be revised from time to time.
- B. Notification Period – The period between the date that a collegiate faculty member is notified and the effective date of termination.

## III. Procedure

- A. A Dean should notify the CHRO or designee in writing of the number of appointments that will be terminated, discontinued, or vacated, together with the reasons for them, and the list of names of collegiate faculty members to be terminated prior to informing the affected faculty members.
- B. The CHRO or designee shall review the written notice and certify that the order of appointment termination is appropriate. Decisions will be based on program needs and may also take into consideration the following factors:
  - Academic qualifications

- Teaching effectiveness
  - Service to the University
  - Length of service
  - Performance
- C. After approval for the appointment terminations by the CHRO or designee under UMGC Policy 181.00, Faculty Appointment, Rank and Promotion, Section II.E., Separation and/or Termination of Faculty, the Dean shall provide the affected collegiate faculty with written notice of their contract termination based upon their length of continuous full-time service as follows:
- i. If continuous full-time service is less than seven years, notice of termination shall be provided at least 90 days.
  - ii. If continuous full-time service equals or exceeds seven years at least a six month notice of termination shall be provided.
  - iii. If the required notice is not provided prior to the termination of the then-current appointment, this condition may be remedied by extending the contract by the number of days necessary to meet the notice requirement.
- D. The termination of appointment that are due to reduction or termination of funds, the period of notice may be shorter than that stated in Section II.B., above, if the notice by the funding source of reduction or termination of funds provided to the UMGC is less than the required 90 calendar day notice. In such cases, the affected faculty member(s) shall be notified by the Dean as soon as possible, but no later than five (5) workdays following UMGC's notice of fund reduction or termination.
- E. The appointment termination notice shall be delivered to the faculty member(s) in person or to their last known address via a delivery method that allows for delivery confirmation.
- F. At the discretion of UMGC, a collegiate faculty member may be placed on paid Administrative Time Off during part or all of the notification period. In such an event, the collegiate faculty member shall continue to earn Sick, Vacation and Personal Time Off (if applicable). For Holidays during the notice period, the collegiate faculty member shall be carried on earn/use Holiday Time Off.
- G. Collegiate faculty members do not have the right to displace another collegiate faculty member in any employment category.