

RIF

General Principles

Reductions in force will occur only in the event of financial exigency officially declared by the Board of Trustees.

Other reductions, made necessary by changing needs, are not reductions in force. They will be accomplished by combining units, by transferring faculty members to other units or to other positions, or by normal attrition.

Final responsibility for reduction in force rests with the President. The President will make his decisions after broad and open consultation with the faculty and staff.

Except when confidentiality is appropriate in personnel matters or in the appeals process, all proceedings will be public.

All actions will be in compliance with the *Principles for University Governance*.

RIF Task Force

Once financial exigency is declared, the President and Chair of the Senate will see that a task force is formed to plan the reduction in force.

The Task Force will be comprised of elected faculty members with the majority coming from the college(s)/unit(s) affected by the RIF. The President and Chair of Senate will insure that University wide representation is included on the Task Force, and the Senate will approve the Task Force composition by a majority vote. The President will appoint the chair of the Task Force.

The RIF Task Force may decide to consider any relevant matter placed before it by the President, by the Senate, or by any member of the university.

The RIF Task Force will remain in existence until final action is taken on its plan, including all appeals. It will monitor implementation of the plan.

RIF Plan

The plan developed by the RIF Task Force will indicate specifically which budgetary units are affected by the financial exigency. The Task Force will explain in detail the basis for those actions.

Both the plan itself and the President's final decisions in response to it will be made public, except for sections reporting confidential personnel matters.

Principles for Reduction

Reduction in operation budgets will be considered before reductions in personnel.

All reductions will be designed to minimize impact upon the University's mission of teaching, research, and service.

Termination of Personnel

Decisions relating to specific terminations of personnel will be made by the appropriate Dean(s) or Director(s) of the units affected.

In academic units, tenured faculty members will be retained in preference to untenured faculty members.

Among tenured faculty members and, separately among untenured faculty members, consideration for retention will include rank, seniority, long-term measures of performance, and the unit's mission. Faculty with joint appointments will be considered in their primary budgetary unit.

The University will make a good faith effort to locate other available positions within the University for untenured faculty members who have the minimum qualifications. If no position exist for which they are minimally qualified both tenured and untenured faculty members may be terminated.

Appeals

A terminated faculty member may appeal the termination decision. When the reassignment of a faculty member to another department is rejected by the faculty of that department, that rejection may be appealed. The minimum qualifications themselves may also be appealed. All appeals will go through normal University grievance procedures.

Refilling Positions

Any position equivalent to one formerly held by a terminated faculty member will not be refilled within two years without offering it first to that faculty member.