

E-4c(2) PROCEDURE Reduction in Force

Program viability shall be the controlling consideration in all instances, and reduction of full-time faculty shall be made in such a way that the remaining members of the faculty possess necessary qualifications and skills to perform teaching duties needed to offer a viable program.

3. The Committee shall consider whether part-time regular positions in that program may be reduced or consolidated in an attempt to keep the full-time faculty person employed. For purposes of this policy the term "full-time faculty person" shall mean a faculty member who works three-fourths (3/4) time or more.

The Committee shall also consider whether a cutback on a program-wide basis is feasible in order to avoid the RIF of a particular person. The Committee may, but is not required, to consult with other affected department employees to determine if a voluntary reduction in hours can avoid the RIF of a particular person.

Reduction in force of full-time faculty shall be considered in the following order after the priorities and viability of programs have been determined.

- a. Probationary staff.

- b. Qualified faculty members with more service to the College and who are not on probation shall be given retention preference.

Exception: In the event that a faculty member with more service to the College is first laid off, the basis shall be that the faculty member with the lesser service to the College is properly qualified and possesses a criticality of skill needed to carry out the particular teaching assignment required to maintain program viability.

- c. In the event two or more equally qualified faculty members have the same length of service with the College, lottery shall be used to determine which faculty member shall be retained.

- d. For purposes of this section, length of service being counted as of the first duty day and continuing full-time teaching service with the College under annual notices of appointment.

- e. Approved leaves of absence count toward continuous service to the College except as provided in paragraph 6.

Adopted Date: 07/15/1997