



# Standard Administrative Policy and Procedure

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- I. 2 **PURPOSE**  
3  
4 To outline processes for transitioning academic personnel following academic program  
5 discontinuance, and procedures and conditions for teach out plans.  
6
- II. 7 **DEFINITIONS**  
8  
9 **Academic Program:** Degree program, department or division of instruction, school or college,  
10 interdisciplinary program or unit, or other academic program unit. Academic Program does not  
11 include academic courses.  
12  
13 **Fixed-Term Stream Position:** A non-tenure track position eligible for or currently with 3- or 5-  
14 year fixed-term rolling contract or an extended-term (6-year fixed term).  
15  
16 **Program Discontinuance:** To permanently close a program and discontinue program activities.  
17  
18 **Stopped Out Student:** A previously enrolled degree-seeking student who suspended enrollment  
19 for one or more fall and/or spring terms and who subsequently seeks to re-enroll.  
20  
21 **Teach-Out Plan:** A written plan developed by the academic unit and approved by the Provost that  
22 provides for the equitable treatment of students when their academic program has been  
23 discontinued.  
24  
25 **Tenure Stream Position:** A position that is either eligible for or currently with tenure.  
26
- III. 27 **ACADEMIC APPOINTMENTS FOLLOWING PROGRAM DISCONTINUANCE**  
28  
29 The Provost shall establish an internal process and transition plan for academic personnel whose  
30 positions are discontinued and for those whose jobs are affected by the discontinuance. This  
31 process should include a review committee comprised of deans, department heads, and faculty in  
32 the terminated unit/college and in the new unit/college. Consultation with relevant academic units  
33 will be necessary to avoid any accreditation issues or unintended consequences.  
34  
35 The following considerations shall be addressed in the transition plan:  
36  
37 • The opportunity for terminated faculty to indicate interest in and provide documentation of  
38 relevant discipline expertise for consideration in open and funded positions in existing

- 39 academic programs, reorganized or consolidated academic programs, or new academic  
40 programs.
- 41 • Protocol/criteria for determining discipline specific expertise required for new positions.
  - 42 • Steps consistent with sections IV.C and V.C of UW Regulation 2-13 for maintaining rank  
43 and seniority when multiple equally qualified candidates are identified.
  - 44 • Recommended strategies for supporting academic units, schools and colleges that have  
45 programs discontinued
  - 46 • Process for transferring faculty positions to other academic programs and determining the  
47 role of these faculty members in a teach-out.
  - 48 • Process for submitting recommendations to the Provost and President for a final decision.
- 49

50 **A. Tenure, Promotion and Fixed-Term Implications**

51  
52 Program discontinuation will not impact the tenure, promotion and fixed-term rolling contract  
53 review process. Faculty who are terminated during the academic year in which a tenure,  
54 promotion or fixed-term rolling contract decision is made will receive tenure or promotion if  
55 recommended and approved by the Board of Trustees.

56  
57 Academic units that receive transferred faculty members due to program discontinuance shall  
58 incorporate and apply the tenure, promotion and fixed-term rolling contract expectations from  
59 the original academic unit as the faculty members transition to the new academic unit.  
60 Academic units should establish a reasonable timeframe for full integration of new discipline  
61 specific expectations into their unit and college guidance documents.

- 62
- 63 **B. Resignation and Retirement.** In the event that a faculty position is eliminated due to a  
64 discontinuance, the faculty member may choose to resign or to take retirement in lieu of the  
65 personnel file reflecting the termination.

66

67 **IV THE TEACH-OUT**

68

69 **A. Academic Appointments and the Teach-Out**

70  
71 In accordance with UW Regulation 2-13, when program discontinuance occurs during an  
72 academic year, the university will make reasonable efforts to transfer faculty to other open and  
73 funded positions for which they are qualified and have discipline specific expertise.

74  
75 A good faith effort will be made to provide faculty with the relevant expertise to meet  
76 instructional needs the opportunity to receive an academic appointment as part of the teach out  
77 plan for accommodating students currently enrolled in the terminated program. This  
78 opportunity will ensure continuance of employment for the full hiring cycle in that discipline.  
79 At the discretion of the university, faculty with teaching responsibilities who have expertise  
80 associated with core courses needed for program completion may be granted a limited  
81 extension, not to exceed three academic semesters, in their current tenure stream or fixed-term  
82 stream appointment at their current salary. This extension would allow for the continuation of  
83 scholarship but it may also require a redistribution of teaching load. If there are instructional  
84 needs in the faculty member's area of expertise to carry out the teach-out program beyond

85 three academic semesters, the faculty member may be retained in a non-tenure track position  
86 at the same rank (e.g., Associate Professor, Tenured to Associate Instructional Professor).

87  
88 In the event that faculty members find new positions at other institutions, early resignations  
89 will be accepted. Academic units shall have contingency plans for meeting instructional needs  
90 should a faculty member who was part of a teach-out plan tender an early resignation.

## 91 92 93 **B. The Teach-Out Plan**

94  
95 The teach-out plan shall be transparent to students, showing how students will be supported  
96 through to completion of their degree. Assurance that there is a plan in place to meet the  
97 commitment made to students who are in the program, or who are making decisions to enter  
98 the University based on the availability of the program, or students who were at one time in  
99 the program and have stopped-out is necessary.

100 The plan shall address how the program will be made available to students for a sufficient time  
101 to allow students in the pipeline to complete or to identify an alternative .

102  
103 Enough detail should be provided in the teach-out plan to assure those reviewing the proposal  
104 that a plan to support students is in place, although the exact details may evolve as  
105 implementation proceeds. The plan should consider the needs of currently enrolled,  
106 prospective, and stopped-out students. A key feature of the teach-out plan is that it should  
107 convey how program quality will be maintained and ensured through the teach-out period for  
108 enrolled, prospective and stopped-out students.

109  
110 At minimum, the teach-out plan should include:

- 111  
112 1. A list of the specific courses that must be taught, and the sequence in which the courses  
113 must be delivered. A justification must be provided for the inclusion of elective  
114 courses.
- 115 2. A draft schedule, indicating the number of semesters required for the teach-out.
- 116 3. The number of students currently in the pipeline and credit hours needed to be  
117 completed, and a timeline/matrix for completion.
- 118 4. A completed preliminary teach-out faculty roster form that addresses instructional  
119 needs and faculty expertise.
- 120 5. Identification of possible alternative programs at the University of Wyoming students  
121 are likely to consider or may be advised into should they not make adequate progress  
122 toward completion of degree during the teach-out period.
- 123 6. A list of institutions with similar curricula that students may opt to take courses from  
124 in order to complete their program.
- 125 7. The name of a primary contact for Admissions to consult with when advising stopped  
126 out students.
- 127 8. The name of a primary contact for student services, including advising support for  
128 enrolled students.
- 129

130 **C. Progress Toward Degree and Support During the Teach-Out**

131  
132 In the process of discontinuing a program, every reasonable effort will be made to allow  
133 students to complete their degrees. Program or campus transfers will be made if mutually  
134 acceptable to the student and the receiving department. Advising assistance with respect to  
135 their academic program options, as well as mental health and financial aid counseling, will be  
136 available for affected students.

137  
138 The department or division chairperson, in consultation with advisors and teaching faculty,  
139 shall ensure that an academic plan is developed for students that enables them to complete the  
140 curricular program requirements within the teach-out period. The teach-out period will vary  
141 by program and must be determined by the academic unit and college with approval of the  
142 Provost.

143  
144 Students should expect to take a sufficient number of courses each semester to enable them to  
145 complete all requirements within the teach-out period. As the program winds down, planning  
146 must be in place for alternative program requirements to current requirements, if needed.  
147 Students who do not make adequate progress on their academic plan for the teach-out may be  
148 advised into another major. If a course required for the degree is not offered in the teach-out  
149 period, students may make arrangements, with the department's consent, to take the course at  
150 another institution and transfer the credit, or to arrange with the department to complete the  
151 requirements in some other academically appropriate fashion. Students are required to have  
152 ongoing contact with their academic advisors and mentors during the teach-out period to ensure  
153 that their academic plans are current and consistent with the projected course offerings.

154  
155 **1. Currently enrolled students**

156 Students with a declared major/minor in the program must be supported with courses,  
157 advising, and other services to complete the program. The faculty should plan to continue  
158 teaching required courses or make reasonable exceptions and course substitutions to those  
159 requirements to facilitate student completion of the requirements. In some cases, the faculty  
160 may need to adjust program requirements to maintain quality throughout the teach-out  
161 period. Such a change in curricular requirements may require approval by the  
162 school/college curriculum committee. A change in the timing of course delivery may also  
163 be necessary.

164 **2. Prospective students**

165 In accordance with requirements from the Higher Learning Commission (HLC), admission  
166 of new students to a discontinued program will cease. Students who have formally signaled  
167 an interest in the program by selecting the program on the application for admission (this  
168 includes undergraduate new freshman or transfer students or graduate students) or have  
169 otherwise been in a formal advising flow preceding declaration of the program will be  
170 informed that their program of interest is not available and what other program options are  
171 available. Sufficient advance timing must be given for undergraduate programs to assure

172 that prospective and current students are not making their college choice decisions based  
173 on a program that may become unavailable.

174 **3. Stopped-out undergraduate students**

175 Stopped-out undergraduate students will not be re-admitted to an academic program that  
176 has been suspended or discontinued. The teach-out plan must describe how stopped-out  
177 undergraduate students will be supported to find an appropriate new academic program.  
178 Those planning to suspend or discontinue an undergraduate program should consult with  
179 the Director of the Advising, Career, and Exploratory Studies Center (ACES) to assist in  
180 planning advising considerations.

181 **4. Stopped-out graduate students**

182 Graduate students in an academic program that has been suspended/eliminated, as  
183 indicated above, must be notified if contact information for the student is available, and  
184 given one semester to reapply and reenroll in their academic program. Those reapplying  
185 will be given the opportunity to complete their degree within two academic years of  
186 readmission.

187 **SUSPENSION OF ADMISSIONS**

188 The Provost may suspend admissions to academic programs that have been recommended for  
189 reorganization, consolidation, reduction of discontinuance pending completion of the process  
190 outlined in Section III of UW Regulation 2-13.

191 **REVIEW AND NOTIFICATION**

192  
193 The University will notify the Higher Learning Commission (HLC) and provide provisional plans  
194 for teaching out academic programs that are being discontinued. Notifications will also be  
195 provided to licensing boards, specialized accreditors and the U.S. Department of Education.  
196

197 This Standard Administrative Policy and Procedure document will be reviewed no later than one  
198 year after its approval to assess impacts and to further refine, if needed.

**Responsible Division/Unit:** Division of Academic Affairs

**Source:**

**Links:**

**Associated Regulations, Policies, and Forms:** UW Regulation 2-13