

research, and outreach.

- d. Programmatic opportunities created by reassignment of positions.
- e. Contribution to overall cost containment/institutional effectiveness.

C. PROCEDURAL GUIDELINES FOR DISBANDMENT

1. GENERAL CRITERIA:

- A. All proposals should address in a systematic manner the Criteria for Disbandment specified in Part II.
- B. Consultation at all levels should be governed by the following principles:
 1. That all interested groups have a chance to confer and exchange views with due regard for each others legitimate views and perspectives.
 2. That the advice given or information provided should be used to shape a final decision.
- C. At all levels alternatives (unless the area is no longer germane) to discontinuation (e.g., sharpening unit focus, merging with other units, downsizing units, providing additional resources/personnel) should be considered.
- D. In the case of a jointly administered program all appropriate units/colleges will use these procedures.

2. UNIT/COLLEGE LEVEL: INITIAL PLANNING DISCUSSIONS

- A. Consulting on Unit Level Working Proposal: Units should be prepared to document, if requested all formal meetings which occurred, their date, and the outcomes if any, of the discussions.
 - Consult all formal unit governance bodies (e.g., curriculum committee) in preparation of working proposal.
 - Consult unit student groups.
 - Consult other groups (e.g., alumni groups) when appropriate.
 - Consult with other colleges and units which may be directly affected.

B. Guidelines For Consulting on Formal Proposal:

After consultation at the unit level the working proposal is modified as appropriate and sent to all relevant college governance groups, including especially student groups which might have a substantial interest.

A formal proposal is then prepared by either the Departmental Chairperson, the Dean, or the Office of the Provost. This formal proposal can contain minority reports from any of the interested parties (e.g., administrators, governance groups). The formal proposal should stipulate dates for phasing out the program and means for accommodating currently enrolled majors and other students.

3. UNIVERSITY LEVEL GOVERNANCE

A. Asked to Consult on Working Proposal When:

1. Students are going to be informed not to enroll in a program. University level governance will then give advice on whether a moratoria on student admissions is appropriate.
2. Resource and/or personnel decisions are to be made which substantially threaten the vitality of the unit.
3. The impacts of the proposal affect in a substantial way a wide number of units outside of the college.

B. Reaction to Formal Proposal

1. University level academic governance shall focus on whether the consultations on the unit/college level appear to have been appropriate and the broad university repercussions of the proposal.
2. University level governance groups can recommend that: the formal proposal be returned

to the unit for further development; due to its major impact on the university it should be discussed in Academic Council; or the formal proposal should be sent on to the next level of review.

4. ADMINISTRATIVE LEVEL REVIEW

Final proposal, incorporating consultation from all of the above groups, sent to university level administrators.

The Provost examines the student, faculty, budgetary and general academic aspects of the proposal, including the consultations provided in all prior steps. If discontinuation is recommended, the Provost, in consultation with the Dean and Chairperson, establishes the dates and specific steps by which termination will be accomplished.

After the Provost's review and recommendation, the President considers the proposal and forwards it, with recommendations, to the Board.

5. BOARD OF TRUSTEES REVIEW

If the termination is approved by the MSU Board of Trustees, the President's Council of the State Universities of Michigan is informed.

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