

**The University of Tennessee at Chattanooga
Academic Program Discontinuance Procedures**

Circumstances that may initiate review of a program for discontinuance include, but are not limited to:

- 1 Recommendation to the provost or chancellor from the dean, departmental faculty, campus program review committee, the provost, the chancellor, or the Board of Trustees
- 2 Inclusion of the program in the annual THEC list of low-producing programs
- 3 Fiscal constraints

Step 1: The Academic Deans convene to discuss the recommendation to review a program for discontinuance. Their recommendation is submitted to the committee convened by the Provost (Step 2).

Step 2: The program discontinuance committee is convened by the Provost to review recommendation.

Standing committee membership, appointed annually by the provost:
 Associate Provost for Academic Affairs, chairperson
 Academic department head, selected by Council of Academic Department Heads
 Faculty Senate President
 Faculty representatives from each college and Graduate School (5), selected by their respective units
 Student representative from SGA
 Registrar, ex officio
 Director of Institutional Research, ex officio

If consideration of a particular program presents a conflict of interest for any committee member, that individual may participate in the discussion, but will not vote on the committee recommendation.

Step 3: Review committee considers recommendation, which includes any report from the Academic Deans and the following information:

Factors Under Review	Context	Sources
Identification of program	Degrees, mission, goals and objectives, student learning outcomes	Catalog, departmental documents, program and SACS review, assessment results
Relevance	UTC mission, college/departmental mission, duplication within UT system, needs of the region, liberal arts core	Mission statements, strategic plan, program and SACS review, THEC data, impact on other programs, relevance of coursework

	identity	offered
Resources	Last five academic years Last five fiscal years	Enrollment, # of graduates, OPIER data, SCH production, profiles, THEC productivity data, program growth/decline, average time to degree (graduate programs), enrollment of non-majors in related courses, effectiveness of academic and career advisement # full-time and part-time faculty, FTE faculty, cost per SCH, total cost of program, fixed costs of operation relative to national averages, increase/decrease in operating costs vs. national averages, departmental profiles
Impact	Successful employment of graduates Faculty productivity and impact of scholarship and creative activities	Alumni surveys, employer surveys, program and accreditation reviews Provost's report, college reports, annual faculty evaluation, research funding
Program review	Date, strengths and weaknesses, recommendations from latest review	Program and accreditation review documents, quality of faculty (terminal degrees, teaching effectiveness, engagement with the discipline), student performance and retention
Administrative review	Dean, provost, chancellor	Written recommendations
General Counsel's office	Impact on faculty	Campus legal counsel
Unique attributes	Partnerships, interdisciplinary studies	Strategic Plan, curriculum, program review documents, memoranda of agreement

Step 4: Solicit input from campus constituencies

- 1 Departmental and college meetings
- 2 Council of Academic Department Heads

- 3 Faculty Senate/Executive Committee
- 4 Executive Team
- 5 Student Government Association
- 6 Open forums for faculty and students
- 7 Consultation with external boards and councils

Committee may recommend:

- a. continuation of program
- b. probationary status with program objectives, a plan to achieve stated objectives, and a timeframe for review of progress
- c. discontinuation of program

Step 5: If the committee recommends discontinuation, the report will be considered by the Deans Council

Step 6: Submit committee report to Provost and Chancellor

- 1 Description of review process
- 2 Evidence collected and analyzed
- 3 Dissenting opinions
- 4 Input from Deans Council, where applicable

Step 7: If discontinuation is recommended, the Provost/Chancellor submits proposal to Board of Trustees by April for June board meeting.