



## Process for Conducting the Rule of Five Reviews

Office of the Provost

as of December 2011

Following is the process to conduct the Rule of Five.

Action	Timeframe	Responsible
Identify programs	Summer	OIRA
Form committee	Summer	Office of the Provost
Gather materials	Summer	Office of the Provost
Notify programs	Early fall	Office of the Provost
Committee convenes	Early fall	Committee
Committee meets with programs	Fall	Committee and respective programs
Committee makes recommendations to Provost	Late Fall	Committee
Provost reviews committee recommendation	Early spring	Provost
Gather materials including reports to deans, overview of existing materials, data from OIRA, and reports to the committee	Late Fall/Early spring	Office of the Provost
Provost reviews source materials including reports to committee, reports to deans, overview of materials, data from OIRA	Early spring	Provost
Provost meets with programs as necessary	Early spring	Provost and respective programs
Provost forms recommendation to invest*, sustain**, suspend***, or eliminate****.	Early spring	Provost

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If the recommendation is to **invest**, the Provost notifies and meets with the Dean, Chair, and program to discuss the decision and to map out a three-year action plan. The Provost forwards the recommendation and action plan to the President. They meet to discuss and the Provost notifies the Dean, Chair, and program if the recommendation and plan are approved. This recommendation and the action plan are included in the report to the Vice Chancellor of Academic Affairs at UMS.

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If the recommendation is to **sustain**, the Provost notifies and meets with the Dean, Chair, and program to discuss the decision and to map out a three-year action plan. The Provost forwards the recommendation and

action plan to the President. They meet to discuss and the Provost notifies the Dean, Chair, and program if the recommendation and plan are approved. This recommendation and the action plan are included in the report to the Vice Chancellor of Academic Affairs at UMS.

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If the recommendation is to **suspend**, the Provost notifies the Dean, the Chair, the program, and meets with AFUM to discuss the recommendation and the ramifications. The documentation must have a letter from AFUM indicating that there has been a meeting. The Provost, Dean, Chair, and program meet to discuss the recommendation and to map out an action plan. The Provost forwards the packet to the President for discussion.

If the President approves the recommendation to suspend the program, the Provost notifies UMS and AFUM in writing that USM is developing a Program Suspension Proposal. This proposal is outlined extensively in the UMS Administrative Procedures Manual and must include:

- A five year summary of program enrollments.
- The specific rationale for the suspension of the program.
- The relationship of the program suspension to the institutional mission and to other programs at the institution. This includes a discussion with AFUM.
- A plan for the assignment of faculty during the suspension period.
- The impact of the program suspension on students, including plans for assisting students to complete an appropriate degree program.
- A timetable for the program suspension, with date for consideration of the program for reinstatement or elimination.
- The input obtained from meeting and discussion with the appropriate faculty committees and with AFUM prior to completion of the proposal.

USM submits the Program Suspension Proposal packet including recommendation, action plan, letter from AFUM, and letter from the President to the UMS Vice Chancellor of Academic Affairs who distributes the proposal to all CAOs.

The Vice Chancellor, after consultation with the CAOs, forwards a recommendation to the Chancellor for approval of the Suspension Proposal.

The Chancellor notifies the BOT of the suspension at the next regular BOT meeting.

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If the recommendation is to **eliminate**, the Provost notifies the Dean, the Chair, the program, and meets with AFUM to discuss the recommendation and the ramifications. The documentation must have a letter from AFUM indicating that there has been a meeting. The Provost, Dean, Chair, and program meet to discuss the recommendation and to map out an action plan. The Provost forwards the packet to the President for discussion.

If the President approves the recommendation to eliminate the program, the Provost notifies UMS, AFUM, and the USM Faculty Senate in writing that USM is developing a Program Elimination Proposal. This proposal is outlined extensively in the UMS Administrative Procedures Manual and must include:

- A five year summary of program enrollments.
- The specific rationale for the suspension of the program including an indication of the campus process used to reach the recommendation.
- The relationship of program elimination to the institutional mission and to other programs at the institution. This includes a discussion with AFUM.

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- A plan for the retrenchment or reassignment of faculty.
- The impact of the program elimination on students.
- A timetable for the program elimination.
- The input obtained from meeting and discussion with the appropriate faculty committees and with AFUM prior to completion of the proposal.

This Program Elimination Proposal packet including recommendation, action plan, letter from AFUM, letter from the President, and the System required Proposal is forwarded to the Faculty Senate for their review and recommendation.

The entire packet, now including a letter from the Faculty Senate, is submitted to the UMS Vice Chancellor of Academic Affairs who distributes the proposal to all CAOs.

The CAOs decide on one of three actions:

- Program Elimination Proposal accepted.
- Program Elimination Proposal returned with request for additional information.
- Program Elimination Proposal rejected with rationale to substantiate decision.

The Vice Chancellor considers the CAOs recommendations, and in turn makes his recommendation to the Chancellor.

The Chancellor's recommendation of the Program Elimination Proposal to the BOT for its review and final approval comes before the board twice a year at the January and the July meetings.