



Faculty Senate

**REDUCTION IN FORCE AND
NON-RENEWAL PROCESS**

Sept. 11, 2023

If the WVU BOG approves a Final Recommendation, what happens next?

- ✓ The Provost's Office, in consultation with the Dean's Office and/or Chair, will create a Reduction in Force ("RIF") plan. This plan will determine which Faculty will be selected to remain and which will be subject to a Reduction in Force or receive notification that their contracts are ending (based upon faculty position type).
- ✓ This group will also review all the non-classified and classified staff positions within the unit for any potential elimination. This is separate and apart of the recommendations made through the academic transformation process.

If the WVU BOG approves a Final Recommendation, what happens next?

- ✓ The finalized RIF Plans will be presented to the University RIF Committee for review and approval or rejection.
 - ✓ The University RIF Committee includes representatives from the Provost's Office, Strategic Initiatives, and Employee Relations, with advice from the Office of General Counsel.
- ✓ Please note, however, that if the Dean has opted to meet reductions solely through non-renewal of teaching-track, service-track, research-track, lecturer, or visiting faculty positions whose contracts end on or around **May 9, 2024**, a RIF Plan does not have to be created and approved. The non-renewal of non-tenure track faculty is an existing procedure that occurs on an annual basis.

What is the timeline process?

DATE	ACTIONS
Week of Sept. 18	<ul style="list-style-type: none">Notification will be provided to the affected program that the RIF/non-renewal process is beginning.If the Dean has opted to meet reductions solely through nonrenewal of teaching-track, service-track, research-track, lecturer, or visiting faculty positions whose contracts end on or around May 9, 2024, a RIF Plan does not have to be created and approved. The nonrenewal of non-tenure track faculty is an existing procedure that occurs on an annual basis and can be completed starting this week.
By Sept. 30	<ul style="list-style-type: none">Faculty and/or staff must return Affirmation Forms. (See more detail on the Affirmation Form below.)
Oct. 1-15	<ul style="list-style-type: none">RIF Plans will be finalized and reviewed by the University RIF Committee.

DATE	ACTIONS
By Oct. 16	<ul style="list-style-type: none">✓ Some units with smaller reduction requirements may schedule individualized meetings with Faculty or Staff members whose position will be eliminated during a one- or two-day span on or before Oct. 16. .✓ It may not be possible to schedule individualized meetings with all Faculty or Staff members whose positions may be eliminated. To ensure Faculty and Staff members receive timely notification, if an individual meeting cannot be scheduled by 5 p.m. on Oct. 16, Faculty and Staff members in those units will receive an individualized email indicating the results of the RIF Plan and whether their position has been eliminated or not.<ul style="list-style-type: none">✓ This is not our preferred way of providing notification, but we felt it was best to ensure individuals are notified as quickly as possible.✓ If a faculty or staff member's position is eliminated, this email correspondence will also include:<ul style="list-style-type: none">✓ Formal notification of the reduction in force or contract non-renewal, including the faculty or staff member's last date of employment;✓ Severance Agreement where applicable;✓ Information on how to set up an individualized meeting with human resource professionals regarding benefits, the severance agreement, or other matters;✓ How to sign up for a due process hearing for faculty or classified staff subject to a RIF; and✓ FAQs on key informational items.✓ If a faculty or staff member's position is not eliminated, they will receive an email notification that their position will be retained. Chairpersons/Deans will then follow-up regarding any changes to annual workload assignments for faculty.

DATE	ACTIONS
Week of Oct. 23	/ Due Process Hearing for faculty or classified staff subject to a RIF will be conducted.
By Oct. 30	/ Results of Due Process Hearings provided to faculty or classified staff subject to a RIF.
Dec. 1	/ Last date to sign and return Severance Agreement .

What is the Affirmation Form?

- ✓ If you wish to be considered to stay as a faculty member within this program (Program Reduction) or be considered to stay and participate in a teach out program (Program Discontinuation), you must complete the Affirmation Form by **Sept. 30, 2023**.
 - ✓ Additionally, the form, where applicable, will indicate if there will be a change in workload distribution. For example, the discontinuation of graduate programs in a unit would result in a change to distribution of effort across teaching, research, and service.
- ✓ You will receive an email on **Sept. 18** that includes a link to the Affirmation Form associated with your unit.
- ✓ If you do not complete the Affirmation Form or, if you otherwise, indicate that you are unwilling to perform these duties, you will be automatically placed on the list of Faculty who will be subject to a Reduction in Force or contract non-renewal (depending on faculty classification).

If a faculty member within my unit is retiring, does that count toward the reduction of faculty positions?

- ✓ Likely, yes.
- ✓ If a faculty member is part of a unit with a recommendation of faculty position reductions, and they provide notice that they wish to retire, the University will count that retirement as one of the reductions.
- ✓ It is important, however, that the faculty member let their Chair or Dean know in writing by **Sept. 30** for their retirement to count toward the academic unit's faculty reduction.
 - ✓ An email to the Chair or Dean specifying the retirement date is sufficient for this notification.
- ✓ Faculty members who will retire by May 9, 2024, if they are a 9-month faculty member, or by June 30, 2024, if they are a 12-month faculty member, will be eligible to receive the 12-week severance package if they sign a severance agreement.

How will the University determine which individuals within my unit will be subject to a Reduction in Force?

- ✓ If the number of faculty who completed the Affirmation Form indicating they want to remain is greater than the number of faculty positions to be retained in the academic unit, the Provost's Office, in consultation with the Dean's Office and/or Chair, will create the RIF plan.
- ✓ Rule 4.7 Reduction in Force (RIF), Section 3.2 provides:
- ✓ In situations where a RIF results in the elimination of some, but not all the Faculty positions within the Unit, the Provost shall evaluate the skills and qualifications of the individual Faculty Members potentially subject to the Faculty RIF. The Provost shall assist in the review process, evaluate performance criteria, and provide seniority validations. In these situations, the Provost shall consider the following factors as part of a holistic assessment:
 - ✓ 3.2.1 *Performance*: each Faculty Member's documented performance history as demonstrated in performance evaluations of record including, but not limited to, annual performance evaluations, and disciplinary history;
 - ✓ 3.2.2 *Knowledge and qualifications*: specific duties and responsibilities of each position, and the Faculty Members' knowledge and skills;
 - ✓ 3.2.3 *Seniority*: the length of service as defined by the rules established for the calculation of years of service outlined in WVU BOG Tal. & Cult. R. 3.7 – Annual Increment.

QUESTIONS?