
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: REORGANIZATION AND REDUCTION

NUMBER: PRO 5-06

REFERENCE:

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I. REORGANIZATION

For more efficient operation of the College, the President may declare a reorganization of one or more areas of the College. In implementing a reorganization plan, the following procedures will be implemented:

- a. Declare which positions will be open because of reorganization. Notification shall be sent to various locations through the College campuses.
- b. Give first consideration for open positions in a reorganization plan to present full-time employees.
- c. If necessary, delay recommendations of annual contract appointments.

II. PERSONNEL REDUCTION

If, in the opinion of the President, it becomes necessary to reduce the expenses of the College, appropriate consideration will be given to other alternatives prior to reducing personnel. Should personnel reduction be necessary, however, such reductions will be implemented as compassionately as possible.

- a. The following criteria will be utilized if it becomes necessary to reduce College personnel:
 1. Annual contract personnel will, except in rare instances, be terminated before those on continuing contract;
 2. The College shall commit itself to a priority review of the qualified applications from both full time and part-time terminated personnel for re-employment within one year of the reduction;
 3. Personnel who are to be released will be identified and notified as soon as possible. At least one month's notice will be provided when feasible, and a minimum of two weeks' notice shall be required;
 4. Part-time faculty in any field for which available full-time faculty are equally qualified, shall be dismissed in favor of full-time faculty;
 5. When possible, an individual whose position has been eliminated will be placed in a vacancy for which he/she is equally qualified in another department or program;

6. Tenured faculty who are to be released because of discontinuation of a program or academic subject area shall receive notice as soon as practicable after the decision of discontinuation is reached.
- b. If personnel reduction becomes necessary, among the criteria to be considered are the following:
1. Administration
 - i. Efficiency in performance as determined by existing evaluation;
 - ii. Educational qualifications and/or expertise in assigned position;
 - iii. Compatibility;
 - iv. Administrative experience;
 - v. Character;
 - vi. Capacity to meet the community needs;
 - vii. Length of service at this institution.
 2. Career and Professional Support Employees
 - i. Efficiency of performance as determined by existing evaluation;
 - ii. Qualifications;
 - iii. Compatibility;
 - iv. Character;
 - v. Length of service at this institution;
 - vi. Interdepartmental transfer potential.
 3. Faculty
 - i. Efficiency in performance as determined by existing evaluation;
 - ii. Educational qualifications;
 - iii. Compatibility;
 - iv. Character;
 - v. Teaching qualifications in related areas;
 - vi. Capacity to meet the community needs;
 - vii. Length of service at this institution;
 - viii. Length of total teaching experience.
- c. Incorporated with the above criteria for reduction are the working definitions of the evaluative criteria as stated in State Board of Education Rules.