



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DMC-1      Reduction in Force of Full-time Credit Faculty**

**APPROVED:** May 24, 2011  
**Year of last review:** 2024

**REVISED:** February 14, 2024

**AUTHORIZING BOARD POLICY:** DMC

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

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**OBJECTIVE:** To establish processes and timelines for the reduction of faculty\* due to financial exigency.

**PROCEDURE:**

**DEFINITIONS:** For this procedure, the following definitions of terms will apply:

1. “Reduction in force” is defined as the separation of employment (dismissal) of faculty for reasons of financial exigency.
2. “Financial exigency” is defined as any decline in the College’s financial resources caused by declining enrollment, funding cuts, tax revenue declines, or any other actions or events that require the College to reduce financial expenditures for personnel, including credit faculty.
3. “Program change” is defined as any elimination, curtailment, or reorganization of a curriculum offering, program, instructional discipline, or College operation due to the lack of student enrollment in particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more departments in the College or for any other reason resulting in such a programmatic change.
4. “Employment status” is defined as the type of employment conditions held by the faculty member, such as Temporary (e.g., Adult Vocational and Special Program Instructor or Lecturer) or Regular (e.g., Contracted Faculty, Probationary, or Tenured).
5. “Performance” is defined as the faculty member’s effectiveness in their faculty position as reflected by a composite of all available written performance evaluations.

#### **I. REDUCTION IN OPERATING COST CONSIDERATIONS**

The President and administration of the College will use one or more of the following measures as part of an overall operating cost reduction plan. These measures may be initiated prior to or in conjunction with the implementation of a reduction in the force of faculty.

1. Reduce or temporarily freeze departmental budgets and/or specific line items within budgets.  
  
This may include reducing or freezing expenditures in one area while increasing expenditures in other areas, resulting in a net budget reduction.
2. Reduce class section offerings.
3. Increase class sizes.
4. Provide incentives for those faculty eligible for retirement.
5. Implement other cost-saving considerations.

\* **Note:** The word “faculty” denotes instructors, counselors, and librarians.

## II. REDUCTION IN FORCE GUIDELINES

The following prioritized procedures will be used to maintain the employment of full-time credit faculty:

1. Regular (Tenured and Contracted) full-time faculty will be used instead of assigning temporary full-time and/or Adjunct faculty.
2. Grant-funded and/or temporary full-time faculty will be the first to be reduced if a regular full-time faculty member being considered for termination due to a reduction in force is qualified to teach the discipline(s) assigned to the grant-funded and/or temporary faculty.
3. Temporary salaried employees will be the next to be reduced.
4. Lecturer status faculty will then be the next to be reduced.
5. Probationary status faculty will then be the next to be reduced.
6. Tenured faculty will be the last to be reduced.
7. An appropriate, established ratio of regular, full-time and part-time faculty will be maintained.
8. Assignments to retained positions will be determined by considerations that will include the following criteria in the order listed:
  - a. Length of service.
  - b. Evaluations based on the established criteria for tenure.
9. An evaluation committee, composed of Equal numbers of administrators and faculty will be established to review the individual qualifications of faculty members in areas where a reduction in force is necessary. Members of this committee will be nominated by the Cabinet and by the Constituency Group, with selection by the President of the Constituency Group. The committee will be advisory to the College President.
10. Full-time faculty will be considered for assignment on an interdivisional basis whenever they meet the minimum qualifications established by the College District to teach in the disciplines where the need exists for such faculty assignments.

When more than one faculty member applies for such a position, it will be filled by the College President after receiving the evaluation committee's recommendations, using the established Reduction in Force Guidelines (See II.8 in this section).
11. The College will make additional adjustments, as necessary, to comply with any current Texas Higher Education Coordinating Board directives or the directives or guidelines of accrediting associations/boards.

## III. GENERAL PROCEDURES FOR A REDUCTION IN FORCE

1. with the advice of the Vice President of Instruction and Workforce Education and Deans, the College President will determine which teaching and support areas are to be reduced or eliminated.
2. An alert will be issued when there is a possibility of a reduction in force. When it becomes reasonably certain that there will be a programmatic reduction in College District faculty, appropriate, affected faculty members will be notified in writing within thirty days of such determination. For tenured faculty, notice must be provided by December 15. For non-tenured faculty, notice must be provided by March 1.
3. When a reduction in force due to financial exigency is necessary, affected faculty members will be notified in writing of such determination promptly. with El Paso Community College Policy DMC (Local)-X, the credentials of affected tenured faculty members will be reviewed by the Faculty Credentials Review Committee. The purpose of the review will be to determine whether the faculty member possesses the necessary qualifications to teach in other disciplines. The committee will meet with the faculty member's immediate supervisor and the Vice President of Instruction and Workforce Education to discuss the faculty member's qualifications. The committee will forward a written recommendation regarding the faculty

member's credentials to teach in other disciplines to the Vice President of Instruction and Workforce Education.

4. Affected members whose positions are eliminated or consolidated and who cannot qualify for an existing vacancy, based on appropriate credentials and other REDUCTION IN FORCE GUIDELINES (See Section II of this College procedure), will be released from employment at the end of their contract.
5. Faculty members released due to programmatic changes or financial exigency are eligible to continue health program benefits under existing law and benefit program guidelines in effect at the time of release.
6. A tenured or probationary faculty member who has been terminated by a program closure or financial exigency has the right to reappointment to their former position if it is reestablished within two (2) years. A tenured faculty member who has been terminated due to program closure or financial exigency is eligible to apply for any advertised vacant position at the College for which they are qualified.

If a full-time faculty opening occurs in the area of expertise of a faculty member who has been terminated due to programmatic or financial exigency reasons, within a two-year period after that termination, the College will notify the terminated faculty member in writing, and if that faculty member applies for this position, he or she shall be considered first, before other qualified applicants, for the opening, in accordance with No. 8 of the REDUCTION IN FORCE GUIDELINES (See Section II.8 of this College procedure).

7. If the salary of a full-time faculty member whose position is subject to reduction in force must be funded by two or more grants, two or more institutional accounts, or by a combination of grants and institutional funding, and if financial exigency requires that the salary be funded by a single funding source which is determined to be inadequate for full funding, College department(s) are not obligated to provide funding that compensates for the diminished sources of funding available to pay the salary of the faculty member.

#### IV. APPEALS

The appeal of a dismissal because of a reduction in force will also be handled in accordance with this procedure (DMC-1 *Reduction in Force of Full-time Credit Faculty*).