

1462.00 RETRENCHMENT OF FACULTY

I. NOTICE OF RETRENCHMENT

If it is necessary to undertake retrenchment at Northwestern Michigan College, upon completion of the actions described in the NMC policy on retrenchment, notice of retrenchment will be given to those faculty members who are in positions being considered for retrenchment.

A. **Retrenchment Within an Area**

Every effort will be made to give notice of retrenchment to faculty members no less than 120 calendar days prior to the end of their current annual contracts, but under no circumstances will less than 90 calendar days' notice be given.

B. **College-wide Retrenchment**

Notice of retrenchment will be given as soon as is practicable.

C. **Notice**

The retrenchment notice will be in writing and will state that the faculty member will be reassigned, laid off, or have a reduction of contract upon expiration of the current contract unless other opportunities within the college can be arranged according to the procedures below.

II. REASSIGNMENT TO OTHER POSITIONS WITHIN NMC

- A. Once it has been determined that a given faculty member is to be considered for retrenchment, the Vice President of Educational Services (hereinafter referred to as the vice president) will appoint a faculty advocate to work with said faculty member in the reassignment process.
- B. The vice president, the advocate, and the faculty member will discuss the options and procedures which are to be pursued in receiving consideration for continued employment within the institution.
- C. Upon notification by the vice president that retrenchment will be necessary, the affected faculty member will generate a current vita and a letter outlining his or her perceptions of instructional and/or administrative strengths and specifically express interest in those areas in which he or she feels most qualified to work.
- D. Options will be pursued in the following order:
 1. Instructional opportunities and needs within the area (liberal or occupational studies) of current employment.

2. Instructional opportunities and needs in the area of instruction where not currently employed.
3. Other opportunities and needs within the college.

Once the faculty member reaches a point of pursuing opportunities outside of their instructional area, the vice president will join the advocacy team to pursue other options within instruction or other areas of the college.

- E. Faculty and staff members are not entitled to bump other faculty and staff members of the college.
- F. If a faculty member transfers to a new academic area and the receiving department or division believes it appropriate, the faculty member may be placed on probation and subject to the same evaluation procedures, support, and guidance as all other probationary faculty. The probationary period shall be three years. On the recommendation of the division director, the faculty member may be placed on non-probationary status at any time during the three years.

III. NOTICE OF LAYOFF

If the reassignment process described in Section II of this document is not successful, final layoff notice will be given to the faculty member.

A. **Retrenchment Within an Area**

Final notice of layoff will be given no less than 45 calendar days prior to the expiration of the current annual contract. The final work schedule will be determined by the supervisor, the employee, and the executive officer.

B. **College-wide Retrenchment**

Final notice of layoff will be given as soon as is practicable.

IV. LAYOFF BENEFITS

The following benefits will apply when faculty are to be laid off. Faculty who are laid off:

- A. Will continue to have health and dental coverage provided by the college for three full calendar months after the last day of employment;
- B. Will be given information regarding medical and dental continuation coverage;
- C. Will be given continuation of tuition benefits for themselves and any current eligible dependents for one year from the last date of employment;

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- D. Will be given information regarding available outplacement services;
- E. For a period of three years, will be given first consideration for any position vacancies within the college for which they may qualify (although first consideration does not guarantee employment when a vacancy occurs); and
- F. Will have all years of service credit as of the date of layoff reinstated if rehired within three years.

AUTHORIZATION OF ADMINISTRATIVE PROCEDURES

President's authorization: _____

Date authorized: _____ Effective Date: _____