

# The University Senate of Michigan Technological University

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## PROPOSAL 15-03

### PROCEDURES FOR LOSS OF UNTENURED FACULTY AND STAFF POSITIONS

#### Introductory Statement

These procedures are prescriptive for circumstances of financial difficulty at the University when neither Senate Proposal 15-02 nor 16-02 has been declared.

These procedures will apply when circumstances of financial difficulty at the University involves the loss of untenured faculty and/or staff positions. Because Michigan Tech values its employees, the University supports preferential rehiring and/or alternative placement for all employees experiencing involuntary separation.

- A. Prompt and explicit notice to affected personnel. This would require at least a 30-day notice of layoff.
- B. The mechanisms in place for separation or laying-off of personnel will be followed. Such mechanisms include, for example, established university procedures or collective bargaining agreements.
- C. For untenured faculty and/or other non-represented employees who are removed, special provisions will be made including, but not limited to the following:
  1. Every effort will be made to provide suitable placement elsewhere in the University.
  2. Preferential rehiring of removed persons to fill any vacancy for which they are qualified within the University, for a period of three years after their removal.
  3. Persons who are rehired will not lose credit for previous years of service and will have the same fringe benefits as current employees. Sick time that had accrued prior to layoff would be reinstated.
  4. Untenured faculty removed during times of layoffs will at their request be appointed as adjunct faculty members and will be entitled to continuation of at least these prerogatives: access to library, parking, computing, access to Career Center facilities and personnel, cultural, and recreational facilities afforded non-removed faculty; status as graduate faculty; use of granting and contract offices.
  5. Regular full- and part-time non-represented staff who are removed will be entitled to continuation of at least these prerogatives: access to library, parking, computing, access to Career Center facilities and personnel, cultural, and recreational facilities.
  6. Untenured faculty and non-represented staff would be guaranteed a 2-month continuation of health benefits.
  7. Untenured faculty and staff who are removed are eligible to receive health insurance at rates available to them under COBRA after their health insurance ends.
  8. Eligibility for employee education programs and tuition reduction incentive programs will continue for three years after removal.

**Adopted by Senate: 9 April 2003**

**Approved by President with amendment: 19 May 2003**

**Amended and Adopted by Senate: 10 September 2003**

**Amended and Adopted by Senate: 14 January 2004**

**Approved by President: 22 January 2004**

**Became Senate Procedures 903.1.1**