

## **REDUCTION OF PERSONNEL**

### Policy:

Pearl River Community College may reduce the number of personnel.

### Procedure:

1. Normal attrition will be used when possible.
2. Part-time personnel shall be released first, unless needed to maintain an existing program.
3. Other considerations that may be used in the reduction of personnel, but not necessarily in this order may include:
  - a. Need to maintain an existing program.
  - b. Personnel Evaluation.
  - c. Seniority: Number of years of service to Pearl River Community College. (A year consists of nine (9) months of continuous full-time service in a fiscal year.)
  - d. Educational Degree.

The effectiveness of the personnel being evaluated shall be supported by written assessment completed by the supervisor(s).

Evaluation should include but not be restricted to :

1. Performance in the job as defined by the Job Performance Responsibilities.
2. Classroom evaluation by supervisor(s).
3. Involvement in helping in extra-curricular activities. Past performance, or lack of it, will be taken into consideration.
4. Student evaluation of the teacher and the course.