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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: REORGANIZATION AND REDUCTION

NUMBER: PRO 5-06

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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. 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;

