CALIFORNIA STATE UNIVERSITY, HAYWARD

To: The College Deans and the University Librarian  
From: The University Committee on Layoff  
Subject: Proposals  
Date: February 6, 2004

The University Layoff Committee (UCL) has been convened by President Rees to make recommendations regarding the impact of budget cuts on the employment of faculty at CSUH. The committee is now gathering information that will permit it to give informed advice.

In its deliberations, the committee is attempting to uphold a core set of values. These are:

- Sustaining FTES at levels required by the CSU Board of Trustees;
- Maintaining high-quality programs that serve the University’s mission to educate a diverse student body;
- Preventing layoff;
- Promoting faculty participation in cost-cutting decisions and measures.

At this time, the committee’s immediate goal is to recommend to the Colleges and the Library a set of guidelines based on these core values to assist in the process of budget planning in these difficult times. Again in brief, we urge the Deans and the University Librarian to consider the following:

- Minimizing the impact of budget cuts on enrollment;
- Avoiding cuts that disproportionately impact minority and special needs students and quality of instruction;
- Avoiding cuts that would lead to layoff of tenured and probationary faculty, FERPers and 3-year lecturers;
- Consulting with the faculty on ways to reduce the overall impact of cuts on instruction and other expenses.

In particular, we are attaching a set of proposals that we urge College Deans to consider in preparing the March 1 reports to the Acting Provost. We would very much appreciate your responses in two areas: the feasibility of the committee's proposals; and explanations of any other budgetary measures you believe will be effective in sustaining enrollment and high-quality instruction while avoiding faculty layoffs. If the Deans are able to respond by early March (in a format of your choosing), the committee will be in a good position to give informed advice to the President by the end of the Winter Quarter.

With our great thanks for your time,

Committee Members:  
William Langan  
Melany Spielman  
Dee Andrews  
Julie Norton, Chair  
Bruce Trumbo  
Kathy Hann  
Marilyn Silva  
Donald Wort

Attachment: UCL Proposals
UCL PROPOSALS FOR COLLEGE DEANS

The University Committee on Layoff urges the College Deans, wherever appropriate, to incorporate the following proposals in preparing their March 1 reports to the Acting Provost. We need to gather the best thinking from the whole University community on how best to save as much money as possible while serving the greatest number of students. If you and your college have come up with solutions not on this list please share those with us.

1) **Re: short-term cost-cutting**

a. Reduction in faculty assigned time
b. Diversifying course scheduling to make up for cut sections
c. Requesting that FERPers postpone service until AY 05-06 or later
d. Requesting that FERPers fulfill service through additional course load
e. Requesting that regular faculty bank courses to provide greater course distribution through all four quarters
f. Reviewing all units applied to courses to insure appropriate assignment of WTUs for course formats
g. Reducing WTUs for supervisory courses
h. Reducing WTUs for thesis advising
i. Raising enrollment capacity in lower-division survey classes
j. Raising enrollment capacity in G.E. cluster courses
k. Centralizing room assignments for greater class capacity

2) **Re: long-term cost-cutting**

a. Consolidating programs
b. Consolidating research methods courses across disciplines
c. Employing teaching assistants to permit increased class sizes
d. Instituting special sessions for greater flexibility in course scheduling
e. Splitting Summer Quarter into separate summer sessions for fuller course enrollment
f. Reassigning qualified FERPers to programs disproportionately impacted by cuts
g. Reassigning tenure-track faculty from lower FTES producing programs to higher producing programs
h. Combining or centralizing staff positions to prevent further attrition, avoid repetition of tasks, and provide equitable service to departments