Message from the President

August 1, 1983

The *Wichita State University Handbook for Faculty* has recently been revised with the assistance of faculty representatives in the University Senate and legal counsel in the office of the Kansas State Board of Regents. It is designed for use by all members of the faculty and is of particular value to new members as they seek to understand the organization, policies, and procedures of the University. The traditions and spirit of Wichita State University are unique, evolving since its founding as Fairmount College, through its years as a municipal institution, and during its relatively brief existence as a state institution. It is important, in my opinion, that they be understood and appreciated. I believe this *Handbook* will assist you in a fuller utilization of the facilities of the University and in meeting your responsibilities as a member of its faculty.

The faculty committee responsible for the completion of this edition of the *Handbook* included Maureen Hoag, John McBride, and Jacqueline Snyder, and was chaired by James Clark. I want to thank the members of that committee and the others who assisted in the revision of the *Handbook*. We are indebted to them.

Warren B. Armstrong, President
Wichita State University
# Table of Contents

1 / Wichita State University: Toward the Future
   The Evolution of Wichita State University
   A Comprehensive University with an Urban Mission
   Directions for Development

2 / University Structure
   The Board of Regents
   The WSU Board of Trustees and Endowment Association
   Central Administration
   College Administration
   Chairpersons
   University Advisory Committee
   Regents' Institutions Councils
   The Budget Process
   General Faculty Meetings
   University Senate
   Graduate Academic Affairs
   Student Government Association

3 / Faculty Appointment, Tenure, Promotion, and Retirement Policies
   Appointment Notice
   Term of Employment
   Salary Payments
   Faculty Ranks and Titles
   Types of Appointments
   Special Conditions of Appointment
   Notice of Nonreappointment
   Recruitment Policy
   Policy Concerning Employment of Relatives
   Tenure and Promotion Policies
   Locus and Meaning of Tenure
   Nontenurable Positions
   Tenure Policy
   Probationary Period
   Guidelines and Criteria for Tenure and Promotion
   Tenure and Promotion Calendar
   Tenure and Promotion Review Process
   Policy of Nondiscrimination and Affirmative Action
   Resignation, Retirement, and Dismissal Policies
   Financial Exigency Procedure

4 / Faculty Benefits and Responsibilities
   Academic Freedom Statement
   State Contributory Benefit Programs
   WSU Employees Association Programs
   Travel Policies and Procedures
   Leave Policies
   Grievance Procedure
   Traffic and Parking Regulations
   Defense of State Officers and Employees
   Professional Development
   Faculty Awards
   Faculty Responsibilities
   Faculty Ethics Statement
   Resolution on Academic Freedom and Campus Disruption
   Political Activity
   Conflicts of Interest
   Consulting and Outside Work
   Library Policies
   Use of the University's Name
   Jury Service
   Commencement Policy
   Final Exam Scheduling
   Withholding of Paychecks and Setoff of Amounts Owed

5 / Academic Policies
   Admission Policies
   Enrollment Process
   Class Policies
   Examination Policies
   Grading Policies
   Student Rights and Responsibilities
   Court of Student Academic Appeals
   Student Record Policies
   Handicapped Students — Academic Adjustments
   Other Policies

6 / Research
   University Liaison
   Information Services
   Proposal Preparation and Follow-up
   Administration of Grants and Contracts
   University-Supported Research Grants
   Direct and Indirect Costs
   Cost-Sharing
   University Ownership
   Patent Policy
   Copyright Procedures
   Policy on Research Involving Human Subjects
   Policy on Radiation Sources
   Policy on Hazardous Chemical Materials
   Policy on Animal Care

7 / University Services and Miscellaneous Information
   Library Services
   Media Resources Center
   Cable Television
   Campus Activities Center and Bookstore
   Campus Credit Union
   Counseling Center
   KMUW Radio
   Learning Resource Center
   Multipurpose Complex
   Ulrich Museum of Art
   Smoking and Alcohol Policies
   Official Hospitality
   Appendices/University Policies, Procedures, and Documents
   Chairperson Policies and Procedures
   University Senate Constitution
   University Senate Committee Structure
   Tenure, Promotion and Appeals Procedures
   University Guidelines — Sabbatical Leaves
   Grievance Procedures
   Student Bill of Rights
   Procedures of the Court of Student Academic Appeals
   Human Relations and Affirmative Action Program
   Sexual Harassment of Students Policy
   Policy on Preventing Conflicts of Interest
   Policies and Procedures for the Reduction of Unclassified Staff for Budgetary Reasons
   Public Employee Relations Board Unit Determination Decision
Foreword

The purpose of this handbook is to provide members of the faculty of Wichita State University with an introduction to the history, structure, policies, and procedures of the University and the benefits and responsibilities of its faculty. Unless otherwise specified, in this handbook the term faculty shall refer to those members of the unclassified staff of the University engaged in teaching, research, and/or library/media resources services; faculty members may also have administrative duties. Faculty members should be aware, however, that there are many sections of this handbook in which other definitions of faculty are specified.

Chapter 3, “Faculty Appointment, Tenure, Promotion, and Retirement Policies,” and Chapter 4, “Faculty Benefits and Responsibilities,” constitute a description of the employment contract between Wichita State University and its faculty, as the term is used in these chapters; any conditions of employment included in a faculty member’s annual appointment or reappointment agreement are also part of the employment contract. Other materials in this handbook are presented for the information of the faculty. Any part of this handbook may be changed by the Board of Regents, or by appropriate University bodies or officials.

This edition of the Handbook supersedes all earlier editions of the WSU Faculty Handbook. For omissions or questions of interpretation not set out clearly in this document, one should consult other publications available on campus.

Among these publications are the following:

- Kansas Board of Regents Policies
- Business Procedures Manual
- Dean’s Council Minutes
- University Senate Minutes
- General Faculty Meeting Minutes
- Graduate Council Minutes
- Graduate Faculty Minutes
- Kansas Statutes Annotated
- President's Office letters, memoranda, or directives
- University Catalog
- Classified Employees' Handbook

Questions of policies and procedures concerning topics not covered in this handbook should be referred to the vice president for academic affairs. The contents of this handbook will be continually reviewed by the Faculty Handbook Committee and the University administration and will be updated from time to time by substitution of appropriate pages mailed to all faculty members. The copy maintained in the Office of the Vice President for Academic Affairs and Dean of Faculties will be kept current with all changes and additions and will constitute the official copy of this handbook.
Chapter 1 / Wichita State University:
Toward the Future

1.01 / The Evolution of
Wichita State University

Wichita State University has a rich heritage, having served as a private liberal arts college for its first 31 years and then as a municipal university for the next 38 years. In 1964 Wichita State became a state university. Just as other universities are indelibly influenced by their origins, Wichita State University visibly reflects its heritage, combining elements of a liberal arts college, an urban university, and a comprehensive state university. It is a university with a distinctive character.

The university maintains the traditions identified with Fairmount College, a liberal arts college founded in 1895. The first brochure of the school announced four courses of study: classical, scientific, literary, and normal. This heritage still influences Wichita State University’s concept of its role and its strong commitment to general education for all its students. Fairmount College of Liberal Arts and Sciences is the central college within the University, and its influence is felt in the other professional and applied colleges now a part of the University.

In 1926 Fairmount College became the University of Wichita, the first municipal university west of the Mississippi River. From the period as a municipal university comes Wichita State University’s commitment to professional and utilitarian education as a complement to liberal education and its concern for serving the variety of students who live in a city. From this period also comes the sense that the life of the University is closely related to the life of the city and at the same time derives support and relevance from it.

In 1964 the University entered the state system of higher education as a multipurpose institution with a broad variety of programs at the undergraduate and master’s levels and with authorization to develop cooperative programs at the doctoral level. Status as a state university has brought the initiation of new doctoral programs, an increase in other graduate programs, and an increase in the level and sophistication of research efforts. Additionally, there have been new responsibilities for professional education and field services over a wider area of the state.

The University’s development has paralleled the growth of the city of Wichita, the largest city in Kansas with a population of about 300,000. Today approximately 900 full-time and part-time faculty teach about 17,000 students, 12,000 of whom are undergraduates. Wichita State University offers a curriculum with more than 180 areas of concentration within seven schools and colleges: the College of Business Administration, College of Education, College of Engineering, College of Fine Arts, College of Health Related Professions, Fairmount College of Liberal Arts and Sciences, and the Graduate School. University College and Continuing Education Services meet the needs of nondegree-bound students.

1.02 / A Comprehensive University with an
Urban Mission

Wichita State’s role as a comprehensive university is reflected in its mission statement. In 1972 the Kansas Board of Regents developed statements of mission for each of the universities. All six universities under the board are charged with a common general mission:

- The preservation, transmission, and enrichment of our cultural heritage
- Fostering the personal, vocational, and social growth of students
- The provision of a forum for the free development and examination of ideas
- The discovery of new knowledge through programs of basic and applied research
- The dissemination of knowledge and the provision of educationally related services through the state.

In addition to the general mission, the specific, official mission of WSU is as follows:

The unique mission of Wichita State University is determined by its location in the state’s major metropolitan area. Its programs are an essential element in sustaining the contribution which this population center makes to the economic, professional, and cultural health of the state. It provides residential, extension, and continuing education in liberal arts and sciences and in areas required to meet the industrial, business, and cultural needs of the region.

As the Regents’ urban institution, Wichita State University maintains a wide range of both day and evening programs for those residents of the metropolitan area who, because of age, family responsibilities, or economic or job constraints, can avail themselves of state-supported higher education only on a part-time, commuting basis. Its mission includes development of programs utilizing the unique resources of the urban area; it also has a special responsibility for programs accessible to the large groups of minority citizens residing in the urban area.

Development of terminal graduate degree programs is limited to those professional, technical, and applied fields required to serve urban needs and to the basic disciplines specifically required for their support.

In seeking distinction as an excellent comprehensive state university with an urban mission, Wichita State intends to synthesize the best elements of a comprehensive state university and an urban university — to be distinctively responsive to both these traditions.

Universities have traditionally been forums for free inquiry, the examination and exchange of ideas, and the development and transmission of new knowledge. WSU is strongly committed to the values and programs traditionally associated with all universities: to provide a general, liberal education to prepare students for a meaningful life in our society whatever their career objectives and to develop creativity, critical analysis, and logical reasoning. There is
concern for helping students to understand our heritage and values and to develop a self-concept and a sense of purpose. The desire and capacity to learn and grow independently are deemed important.

As a university located in an urban setting, Wichita State University has special opportunities not available to all universities. There is an opportunity to serve the variety of students who live in the community, to enrich the university’s programs through the resources of the city and, in turn, to enrich the life of the city. The community provides employment opportunities, field experiences, and clinical facilities for a myriad of educational programs, as well as professional talent that enriches the classrooms on campus. It provides opportunities for research and service by faculty members, who work alongside outstanding public servants and community leaders in developing innovative and special programs. The university, in turn, provides research and service programs to address the needs and problems of the city and region.

1.03 / Directions for Development
The future directions for development for Wichita State University and all other universities are shaped by the changing setting of higher education. During the 1980s significant changes are expected in the number and kinds of students, in available financial resources, and in managerial approaches required to meet these challenges. Accordingly, WSU has identified ways to meet the changing environment of the 1980s.

Wichita State University will:
1. Seek reasonable growth by maintaining its appeal to traditional students and by expanding offerings to the wide variety of people within the community, while providing quality teaching at all levels
2. Continue to offer a comprehensive array of bachelor’s programs, including those traditionally associated with university education and professional programs with a strong liberal education base
3. Maintain high quality master’s programs in basic fields of study, in professional fields, and in selected interdisciplinary fields
4. Strengthen existing doctoral programs and identify and consider a limited number of new programs that are consistent with the University’s mission
5. Expand continuing education programs with a concern for professional development and self-enrichment
6. Continue to build an excellent faculty
7. Recognize and reward effective teaching as well as both basic and applied research
8. Offer significant service to the region, state, and nation.
Chapter 2 / University Structure

A / ADMINISTRATION
2.01 / The Board of Regents
2.02 / WSU Board of Trustees and Endowment Association
2.03 / Central Administration
  2.031 / President
  2.032 / Vice President for Academic Affairs
  2.033 / Vice President for Business Affairs
  2.034 / Vice President for Student Affairs
  2.035 / Vice President for Academic Resource Development
  2.036 / Council of Deans
2.04 / College Administration
  2.041 / Deans
  2.042 / College Handbooks and Governance Documents
2.05 / Chairpersons
2.06 / University Advisory Committee
  2.061 / General Education Committee
  2.062 / Honorary Degrees Committee
  2.063 / Land Use Planning and Design Committee
  2.064 / Television Advisory Committee
2.07 / Regents’ Institutions Councils

B / BUDGET PROCESS
2.08 / Legislative Request Budget
2.09 / Legislative Budget
2.10 / Operating Budget

C / UNIVERSITY GOVERNANCE
2.11 / General Faculty Meetings
  2.111 / Bylaws of the University Faculty
2.12 / University Senate
  2.121 / Constitution of the University Senate
  2.122 / Senate Committee Structure
2.13 / Graduate Academic Affairs
  2.131 / Criteria for Graduate Faculty Membership
  2.132 / Graduate Council
  2.133 / Doctoral Program Subcouncil
2.14 / Student Government Association

As a state university, Wichita State University has a governance structure that includes both external and internal bodies. External agencies include the Kansas Board of Regents, various coordination councils, and, through the budget process, the governor and the legislature. Internally, it includes an organization of administrative officers and an extensive structure for faculty and student participation.

A / ADMINISTRATION

2.01 / The Board of Regents
Wichita State University is one of six state universities governed by the Kansas Board of Regents. Established in 1925 by the Kansas Legislature, the board is composed of nine members appointed by the governor with the advice and consent of the Senate. Board members serve overlapping terms of four years; no more than five members may be identified with the same political party. The board is assisted by a professional staff, allowing the members to address questions of general policy. In its consideration of policies, the board is also guided by recommendations from the chief executive officers of the six Regents’ universities. Normally, the board delegates to the university president and his/her staff the internal administration and operation of an individual university.

2.02 / The WSU Board of Trustees and Endowment Association
The legislation that established Wichita State University under the jurisdiction of the Kansas Board of Regents also provided for a Wichita State University Board of Trustees of nine members appointed by the governor. The present assets of the Board of Trustees and its related corporations — the Student Loan Fund, Inc. and the Shocker Alumni and Faculty Club, Inc. — include the WSU Golf Course, the Shocker Club, Marcus Center, swimming pool and various property holdings in the immediate environs of the campus, and the Colorado-Derby Building. The board manages these properties and receives funds to promote the educational purposes of the University. A distinctive source of funds for the University is the 1.5 mill property tax levy, which was established to repay the bonded indebtedness existing at the time the University entered the state system. To the extent that revenues have exceeded this requirement, monies from this source have been devoted by the board to acquire land needed for campus expansion, increase University student aid, provide faculty enrichment, and conduct institutional studies.

The executive vice president of the Board of Trustees also serves as executive secretary of the Endowment Association. On April 2, 1965, a group of community leaders created the Wichita State University Endowment Association to seek contributions, receive and manage assets, and distribute its income to support the educational goals of the University. The Endowment Association Board of Governors has a membership of 67 persons whose activities are directed by an Executive Committee, Finance Committee, Investment Committee, and Development Committee. In the course of its history, the association has created a substantial endowment, underwritten several major capital projects, and currently expends in excess of $1 million a year for professorships, fellowships, scholarships, and other University programs.

2.03 / Central Administration
The administrative structure of the University includes the officers and supporting staffs of the central administration and the administrative structures of the six colleges, the Graduate School, and University College and Continuing Education Services. The basic organizational structure is shown in Figure 2-1.

2.031 / President
The chief executive officer of the University is the president, who is appointed by and serves at the pleasure of the Kansas
Board of Regents. The president has ultimate responsibility for the University’s administration. The president is assisted in the administration of the University by a staff that includes four vice presidents.

2.032 / Vice President for Academic Affairs

The vice president for academic affairs has responsibility for the general supervision, budget, and coordination of the academic programs and activities of the six degree-granting colleges, the Graduate School, the Division of Continuing Education Services, the Library and Media Resources Center, the faculty records office, the computer center, and the office of academic and physical planning and institutional research. University-level review of all unclassified personnel actions is exercised through the Office of the Vice President for Academic Affairs.

2.033 / Vice President for Business Affairs

The vice president for business affairs is the chief business officer of the University with responsibility for the areas of fiscal management, financial accounting and reporting, business management, and administrative management. In the area of fiscal management, the vice president for business affairs has responsibility for the preparation of the University’s budget and for expenditure control. The area of business management encompasses the operations of the Physical Plant and the WSU Police Department. The area of administrative management includes responsibility for the administration of personnel programs, including benefits and classified employee relations, and administrative responsibility for the Campus Activities Center (CAC), the University Post Office, and Central Service Bureau and telephones.

2.034 / Vice President for Student Affairs

The vice president for student affairs has administrative responsibility for a wide range of programs and services for students. They include University College, Orientation, Counseling Center, Testing Center, Office of Student Life and Services, Placement and Career Services, Student Health Center, Office of Veterans and Military Services, International Program, Multipurpose Complex, and University Preschool. The vice president for student affairs also oversees University-owned residence halls, fraternities, sororities, and student publications and has responsibilities in matters of student discipline.

2.035 / Vice President for Academic Resource Development

The vice president for academic resource development is involved with enrichment of the University’s library and art collections through acquisition, principally by donation, of primary resource materials and original works of art. The Edwin A. Ulrich Museum of Art, its educational programs, and the collection of outdoor sculpture have resulted from the efforts of this vice president.

2.036 / Council of Deans

The Council of Deans serves as a forum for consideration of matters of administrative policy. The council is chaired by the vice president for academic affairs and is composed of the academic deans; the deans of University College and Continuing Education Services, Library and Media Resources, and student life and services; the vice presidents for student affairs and business affairs; the executive vice president of the Board of Trustees; and the assistant dean of Faculties for Personnel.

2.04 / College Administration

2.041 / Deans

The chief administrative officer of each degree-granting college is a dean, who is responsible to the vice president for academic affairs for the leadership and general management of the college. Areas of responsibility of the dean include: college program development and future planning; determination of the educational, fiscal, and physical plant needs of the college; development of the budget for the college; formulation of college-level recommendations concerning salary, appointment, assignment, promotion, and dismissal of faculty and staff, based in part on the prior recommendations of chairpersons; and representation of the college and its programs both within the University and before professional and community groups. The dean is aided in carrying out administrative responsibilities by one or more associate or assistant deans. The management of the college is exercised largely through department chairpersons.

2.042 / College Handbooks and Governance Documents

Within the framework of University policies, many aspects of college governance are “local” in the sense that they have been established by administrative or faculty action at the college level. Faculty handbooks have been developed by a number of the colleges to provide detailed information regarding college procedures, regulations, policies, and practices. In some colleges other documents may need to be consulted. Where policies in college handbooks and governance documents differ from policies explicitly stated in this University Handbook for Faculty, the University policies govern.

2.05 / Chairpersons

The six undergraduate degree-granting colleges are organized by departments headed by chairpersons. A statement of University-wide policies and procedures on the role, selection, review, and evaluation of department chairpersons has been adopted by the University faculty and is included in the Appendixes.

2.06 / University Advisory Committees

2.061 / General Education Committee

The General Education Committee, created in 1981, is charged with three tasks: (1) to conduct continuing review of the general education program and to engage in a continuing study of important issues related to the goals of a general education program and the success or failure of the general education program in meeting those goals; (2) to encourage faculty in the development of courses aimed at realizing the goals of a general education program; (3) to decide, following consultation with all departments and programs in the University, on the acceptability of courses intended to satisfy general education requirements.

The committee is composed of representatives from each undergraduate degree-granting college (with one representative from each division of Fairmount College of Liberal Arts and Sciences) and representatives from academic services and from the University administration; these representatives are chosen by the University Senate Committee on Committees. In addition, two student members are selected by the Student Government Association.
2.062 / Honorary Degree Committee
The Honorary Degree Committee, established in 1980, determines who will receive honorary degrees from Wichita State University. The committee is composed of the University president, the vice president for academic affairs, and the Senate president. Information on the honorary degree policy is contained in Section 5.106.

2.063 / Land Use Planning and Design Committee
The Land Use Planning and Design Committee assists the president in the preparation, monitoring, and updating of the Campus Development Plan, with the goal of creating an attractively designed campus. The committee is composed of the University president; the vice presidents for academic affairs, business affairs, and student affairs; the executive vice president of the WSU Board of Trustees; the director of physical plant; two persons elected annually by the WSU Board of Trustees; two members of the WSU Alumni Association elected annually by the association’s Board of Directors; two faculty members elected by the University Senate for two-year terms; two students elected for two-year terms by the Student Senate; and the director of planning (nonvoting executive secretary to the committee).

2.064 / Television Advisory Committee
The Television Advisory Committee is responsible for advising the Media Resources Center on matters related to facilities and equipment development, programming, instructional use of television, and public relations aspects of University television resources. The committee consists of nine members appointed by the vice president for academic affairs and includes representatives of all colleges.

2.07 / Regents’ Institutions Councils
Several state councils provide the mechanisms through which cooperation and coordination among the Regents’ universities are achieved. The Council of Presidents, composed of the presidents and chancellor of the Regents’ universities, makes recommendations to the Kansas Board of Regents on subjects of system-wide significance. The Council of Chief Academic Officers, composed of the academic vice presidents of each university, is responsible for coordination of academic planning. The Council of Business Officers coordinates budget and fiscal matters. The Council of Faculty Senate Presidents meets regularly to exchange information and develop coordinated positions on issues important to faculty at the Regents’ universities. In addition, there are many other specialized councils.

B / THE BUDGET PROCESS
The budget process begins approximately 19 months in advance of the fiscal year for which funding is requested. Within this time frame, three evolving budgets are prepared.

2.08 / Legislative Request Budget
The Legislative Request Budget provides the basic guidelines for the remaining steps in the total budget preparation process. With inputs from the Council of Presidents (and through the Council of Presidents, from the Council of Business Officers, Council of Chief Academic Officers, and other bodies on individual campuses), the Kansas Board of Regents establishes guidelines for certain budgetary items. These items include faculty salary increases, fringe benefits, and other operating expenditure increases. The board also approves or disapproves individual campus’s requests for program improvements and enhancements and adjustments to the base budget due to changes in levels of enrollment. This budget is submitted to the Kansas Board of Regents 13 months in advance of the relevant fiscal year. This budget establishes the maximum dollar level of support that a particular institution will be provided in a fiscal year.

2.09 / Legislative Budget
A Legislative Budget, based on the recommendations of the Kansas Board of Regents, is prepared for submission to the governor and the legislature. This budget is due on September 15 prior to the next fiscal year. It is first reviewed by the state Director of Division of Budget, who submits recommendations to the governor. The governor modifies or accepts the Directive of Division of Budget’s figures and submits recommendations to the legislature. These recommendations are considered by the Joint House and Senate Ways and Means Committee in the form of an appropriations bill. Appeals for restoration of funds approved by the Kansas Board of Regents but deleted by the governor are possible at this stage. The final appropriations action by the full legislature establishes the spending authority of the various Regents’ institutions.

2.10 / Operating Budget
Internal allocation of resources made available to Wichita State University by legislative action is accomplished through the Operating Budget. With guidelines provided by the central administration, this process begins at the departmental level and progresses through the dean or other appropriate review officer to the president of the University. The Operating Budget is presented to the Kansas Board of Regents during the first week of May of each year. The board reviews and approves the final budget during this month for the fiscal year beginning July 1.

C / UNIVERSITY GOVERNANCE
Faculty and student participation in University-wide governance involves the University faculty, the University Senate, the graduate faculty, and the Student Senate as the principal forums as well as numerous committees. The role and participative characteristics of these elements of University governance are outlined on the following pages.

2.11 / General Faculty Meetings
The traditional governance role of the University faculty has been maintained despite growth in the size of the faculty and the volume of faculty business. The University faculty continues to conduct important business in meetings of the entire faculty, but these meetings are not the sole forum of the faculty. In 1964 the organizational structure of the faculty was enlarged to provide for a representative body, the University Senate. The Senate and its committees are delegated a major governance role with a charge to “deliberate and recommend on matters committed to the faculty and on any matter of an internal faculty nature.” Recommendations of the University Senate on matters requiring faculty action are reported to the entire faculty for action.
2.111 / Bylaws of the University Faculty

The rules that govern meetings of the University faculty are principally based on the Report of the Committee on Faculty Meetings adopted by the faculty on October 31, 1956, and the report of the Ad Hoc Committee on Review of the Faculty Bylaws adopted by the faculty on August 25, 1970, as modified by actions of the general faculty.

The rules, as distilled from these documents, are as follows:

Faculty Defined: Eligible members of the faculty include all those holding half-time or more appointments at the rank of instructor or higher.

Meetings: The officers of the faculty are required to set four faculty meetings a year, and the dates must be published annually. A set faculty meeting may be cancelled, upon due notice, if insufficient business is at hand to warrant a meeting.

Notice of Meeting: Each faculty member must be furnished with a notice of meeting, including an agenda, at least ten days before a faculty meeting.

Detailed Statements: The agenda must be accompanied with a detailed statement of any proposal that involves fundamental principles of academic policy, items associated with faculty welfare, changes in the calendar, or changes in organization of the faculty. Details as to other agenda items will be provided by the president’s office upon request.

Agenda Requests: Any faculty member may request the president’s office to place a topic on the agenda for the next faculty meeting. An item shall appear on the agenda for the next faculty meeting upon written request of 12 or more faculty members representing at least three departments and two colleges. Requests must be filed at least two weeks in advance of a meeting.

Quorum: The number present constitutes a quorum at any set faculty meeting for the discussion and vote on any announced agenda item. One-third of the total number of eligible faculty members constitutes a quorum in the case of any special or emergency meeting of the faculty, or for discussion and vote on an item not announced on the agenda issued in advance of a set meeting.

Length of the Meeting: Set meetings are limited to 90 minutes duration unless extended by a two-thirds vote of those present.

Copy of Minutes: Each faculty member is required to be furnished a copy of the official minutes of faculty meetings.

2.12 / University Senate

The University Senate serves as a forum for the major constituencies within the University. For 1982-83, the Senate is composed of 60 members, including 41 elected faculty members, 11 administrators, and 8 students. Rules of the Senate provide for meetings on the second and fourth Mondays of each month during the academic year. Meetings are open to the University community except for executive sessions.

2.121 / Constitution of the University Senate

The Constitution of the University Senate determines the selection and composition of the Senate, its organization and rules, and procedures for amending the Constitution. The full text of the Constitution, as amended through June 1, 1982, is contained in the Appendixes.

2.122 / Senate Committee Structure

 Much of the work of the Senate is done through its committees. The current committee structure, as of June 1, 1982, includes ten standing policy committees and nine standing technical and advisory committees. The composition, selection procedures, and charge of each committee are listed in the Appendixes; the full statement of rules that govern standing committees of the Senate is available from the Senate office.

In addition to the Senate's standing committee structure, ad hoc committees may be formed to address major issues arising at the University.

2.13 / Graduate Academic Affairs

Graduate academic affairs of the University are the general responsibility of the dean of graduate studies and research, the Graduate Council, and the graduate faculty. Membership on the graduate faculty is obtained by nomination from the department or program involved and approval by the Graduate Council.

2.131 / Criteria for Graduate Faculty Membership

Appointment to the graduate faculty is based on the following general criteria:

Full Membership: Regular faculty members ranking above instructor, with substantial interest in graduate education, and for whom a demonstrable departmental or program need exists may be nominated for full membership. These faculty members are expected to hold the terminal degree, or its equivalent in training and/or experience (with criteria and documentation supplied in cases for which equivalency is claimed), and be judged qualified to bear all designated academic responsibilities of the graduate program(s) in which they serve. It is expected that significant scholarly or artistic or creative achievement is evident in the academic and professional resume presented in support of nominations and renewals for full membership on the graduate faculty.

Associate Membership: Regular faculty ranking above instructor, with substantial interest in graduate education, and for whom a demonstrable departmental or program need exists may be nominated for associate membership. Associate members will be judged qualified, because of academic and/or professional experience, to teach graduate credit courses and serve on, but not chair, thesis and/or dissertation committees. Normally, new faculty who have not had the opportunity to demonstrate scholarly activity will be nominated for the associate member category.

Acting Ad Hoc Membership: Regular faculty or participating faculty in various temporary or part-time circumstances for whom a demonstrable departmental or program need exists may be nominated for acting ad hoc membership. These faculty members shall be judged qualified, because of academic and/or professional experience, to teach a course (or courses) for graduate credit. Such membership may not exceed the term of one year but may be renewed annually by request and review of the department concerned.

2.132 / Graduate Council

The Graduate Council serves as the elected executive body for the graduate faculty in actions on Graduate School academic matters and in an advisory role to the dean on
Graduate School affairs. The Graduate Council also serves as a committee on exceptions. The Graduate Council is composed of the dean of the Graduate School, the associate and/or assistant dean(s), ten elected faculty representatives, and one student. Faculty representatives are elected from the following divisions: College of Business Administration (2), College of Education (2), College of Engineering (1), College of Fine Arts (1), College of Health Related Professions (1), and Fairmount College of Liberal Arts and Sciences - humanities, natural sciences and mathematics, and social sciences (1 for each division). In addition, the graduate dean may appoint one at-large member to balance the representation of various types of graduate programs and various categories of graduate faculty members.

2.133 / Doctoral Program Subcouncil
The Doctoral Program Subcouncil exists for the general advocacy of doctoral programs. Membership consists of the graduate dean, one representative from each doctoral program, and one member elected from the Graduate Council.

2.14 / Student Government Association
The Student Government Association (SGA) is the primary vehicle for student participation in University governance. All students are automatically members of SGA and enfranchised to participate in the elections of association officers and student senators. The executive authority of the association is vested in its executive officers: president, vice president, and treasurer. The legislative authority of the association is vested in the Student Senate, including senators elected from each of the seven colleges and senators elected at large. The Student Senate serves as the principal forum for student views on matters of University policy affecting students. An important function of the Student Senate involves official recognition of student organizations and allocations of student fee money for support of student organizations and activities. Among SGA-sponsored activities and programs are Homecoming, Hippodrome, Parents Day, Free University, Student Ombudsperson, Associated Students of Kansas, and University Information. The Student Senate participates with the SGA president in the appointment of student members of the various University Senate committees.

The judicial authority of SGA is vested in a court called the Supreme Court. The court is composed of three faculty members appointed by the president of the University and four student members appointed by the president of SGA and confirmed by the Student Senate. One of the faculty members is designated by the president of the University as chairperson. The term of appointment is three years for faculty members and two years for student members. The court has jurisdiction over cases arising under the Constitution, statutes, and Bylaws of SGA.
A / APPOINTMENT AND REAPPOINTMENT POLICIES

3.01 / Appointment Notice
Faculty appointments are formalized by an appointment form or notice that states the term of employment, salary, faculty rank, and appointment status. Appointment notices for the next academic year are issued by the President's Office during the month of May.

3.02 / Term of Employment
3.021 / Academic Year Appointments
Academic year appointments are for a period of approximately nine months beginning just prior to fall registration and extending through spring Commencement. Faculty duties include teaching, advising and counseling, research, scholarly activities, other university duties, and community and public service. Periods when classes are not in session are normally devoted to the above listed nonteaching functions or to other specially scheduled activities.

3.022 / Annual Appointments
Some faculty and most administrative personnel receive annual appointments, including vacation and holidays as described in 4.054 and 4.055.

3.03 / Salary Payments
Salaries for nine-month appointments are paid in 9 equal installments on the first day of the month, beginning with the first payment on October 1. In the case of appointments for the fall semester only, salary is paid in 4 equal installments with the first payment on October 1. In the case of appointments for the spring semester only, salary is paid in 4 equal installments, with the first payment on March 1. Salaries for annual appointments are paid in 12 equal installments on the first day of the month, beginning with the month following the date of appointment. Faculty salaries for teaching in the Summer Session are presently based on a rate of 3.33 percent of the previous year's regular salary (nine months) for each credit hour taught.

3.04 / Faculty Ranks and Titles
The principal titles and ranks granted by the University to academic faculty are those normally bestowed by institutions
of higher education: *professor, associate professor, assistant professor,* and *instructor.* Full-time faculty holding less than the minimum credentials for instructor rank are occasionally appointed as *assistant instructors.* Titles used to designate part-time instructional personnel include *lecturer* and *adjunct/faculty associate.* The term *visiting* is used in conjunction with the basic academic titles for individuals who join the faculty for a short period of time, usually with the intent of returning to a position at another academic institution.

The University has various special professorships that it bestows upon faculty in recognition of distinguished scholarly achievement and distinguished contribution to the University. The special professorships include *Regents professorships,* established by the Kansas Board of Regents; *University professorships,* funded by the University; *distinguished professorships,* endowed by donors or the Endowment Association; and *professorships emeriti,* awarded to outstanding retired faculty.

### 3.05 / Types of Appointments

Faculty appointments are of three basic types: temporary, probationary, and with tenure. Temporary appointments are for a specified period only, and carry no expectation of reappointment. Adjunct/faculty associates and lecturers have temporary appointments for one semester, subject to renewal on the basis of need for instruction. Probationary appointments are those appointments that may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. However, probationary appointments carry no expectation or promise that review for the award of tenure will be undertaken or that tenure will be awarded. Probationary appointments are reviewed on an annual basis, and may or may not be renewed. Probationary appointments will not be continued for more than seven years. Tenured appointments will be annually renewed unless the faculty member is dismissed through proper actions and procedures. Individuals who have attained age 70 will not be appointed or reappointed to the faculty.

### 3.06 / Special Conditions of Appointment

Any special conditions of appointment will be included in the appointment form signed by the employee. Special conditions of appointment include but are not limited to: date by which a terminal degree and/or field registry is expected and the consequences of nonattainment, or special conditions for nomination for tenure review consideration (such as an additional degree or field registry). It is the responsibility of the employee to inform the department and dean of accomplishment of the conditions of appointment.

### 3.07 / Notice of Nonreappointment

The Kansas Board of Regents has adopted the following policy regarding timely notice of nonreappointment for faculty members holding probationary appointments.

Notice of nonreappointment should be given in writing in accordance with the following standards; however, such standards shall not be applicable to any administrative assignments:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least 3 months in advance of its termination.
2. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least 6 months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years in the institution.

These statements shall apply even during periods of declared financial exigency, unless impossible, in which case notice shall be provided as early as possible.

### 3.08 / Recruitment Policy

Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave of absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.

### 3.09 / Policy Concerning Employment of Relatives

Persons may be appointed to classified or unclassified positions without regard to family relationship to other members of faculty or staff. If a person is in a position that requires an evaluation on a personnel decision such as those concerning appointment, retention, promotion, tenure, or salary of a close relative, such condition shall be deemed a conflict of interest, and that person shall not participate in such a decision, and that person shall not participate in any group or body that is considering any such decision.

### B / TENURE AND PROMOTION POLICIES

#### 3.10 / Locus and Meaning of Tenure

Acting under the provisions of the Kansas Board of Regents' policy on tenure and promotion, the University may recommend to the board that tenure or promotion be awarded to faculty members based on demonstrated excellence in scholarship, teaching, and community and professional service. The granting of tenure or promotion is at the initiative of the University and is based on sustained achievements demonstrating that the faculty member meets the qualitative standards of the appropriate discipline and the requirements of the University. Tenure or promotion is not acquired simply by meeting assigned duties with a record free of deficiencies.

Tenure or promotion is conferred on the basis of the qualifications of the individual, the objectives and needs of the University’s academic programs, and the resources of the University as these are determined by faculty committees and administrator’s review at departmental, college, and university levels.

In keeping with the nature of academic appointments, which are made in specific departments or disciplines, a tenured faculty member at Wichita State University holds tenure in the specific department or discipline which made the tenure decision. Tenure is not held in the institution itself.

### 3.11 / Nontenurable Positions

Positions at Wichita State University that are not eligible for
tenure are those which are part-time, carry the rank of assistant instructor, have less than a 50 percent responsibility for teaching, research, and/or library/media services, or are designated as temporary.

### 3.12 / Tenure Policy

On April 16, 1982, the Kansas Board of Regents approved the following amended policy concerning tenure and academic freedom of faculty at Regents’ institutions:

1. After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, program or unit discontinuance or under extraordinary circumstances because of financial exigency.

2. In the interpretation of the principles contained in Section A of this resolution, the following is approved by the Board:
   a. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
   b. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person’s total probationary period in the academic profession is extended beyond the normal maximum of seven years; except when the interests of both parties may best be served by mutual agreement at the time of initial employment, institutions may agree to allow for more than four years of probationary service at the employing institution provided the probationary period at that institution does not exceed seven years. Notices should be given at least one year prior to the expiration of service after the expiration of that period. [Editorial note: The last sentence has been modified by the Regents’ adoption of revised standards for notice of nonreappointment. See Section 3.07.]
   c. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
   d. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by a faculty committee which will make recommendations to the administration. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.
   e. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

3. Within this general policy, each school may make such operating regulations as it deems necessary, subject to the approval of the Board of Regents.

4. Lists of individuals recommended by the chief executive officer for tenure at a Regents’ institution shall be submitted by the chief executive officer of the Regents’ institution to the Board of Regents for consideration and action at its April meeting. Any tenure recommendation approved by the Board of Regents shall be limited to tenure for the recommended individual at the institution consistent with the tenure policies of that institution.

### 3.13 / Probationary Period

#### 3.131 / Time Limit

The Regents’ tenure policy defines the time limit for the probationary period as follows:

Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution, it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person’s total probationary period in the academic profession is extended beyond the normal maximum of seven years.

### 3.132 / University Regulations

The following University regulations apply to the probationary period as defined in Kansas Board of Regents’ policy.

1. At the time of initial appointment, agreement between the appointee and the institution must be reached, and recorded, on the prior service, if any, to be applied against the probationary period.

2. When a probationary period is interrupted by a leave of absence other than a scholarly leave, such leave will not be counted toward eligibility for tenure. A scholarly leave will count toward tenure unless the staff member and the University agree in writing to the contrary at the time the leave is granted.

3. If a faculty member terminates and subsequently returns to the University, rules for tenure consideration will apply as they do for previous service at other institutions of higher education.

#### 3.133 / Annual Evaluation of Nontenured Faculty

All faculty members holding half-time or more appointments who have not attained tenure will be evaluated at least once a year. Faculty members will have the opportunity to present documentation of performance for the purposes of this evaluation. The evaluation will be recorded on official University forms provided by the Office of the Vice President for Academic Affairs to department chairpersons. The chairperson will review with the faculty member the results of the evaluation and transmit them to the dean. Copies will be retained by the faculty member, the department, the college dean’s office, and the Office of the Vice President for Academic Affairs.

The annual evaluation is an important activity, for which faculty members should be well prepared. It is a cumulative record of performance that in the case of probationary faculty shows progress toward consideration for continuous tenure.

### 3.14 / Guidelines and Criteria for Tenure and Promotion

Guidelines and decisions related to tenure and promotion are developed by all the constituencies involved in the review process, including the president, the Tenure, Promotion and Academic Freedom Committee, the college, and in some instances departments. The subsections that follow identify the guidelines and criteria that are operative at the University level. Reference is also made to college guidelines and criteria.
3.141 / Presidential Guidelines for the Awarding of Tenure

Guidelines for the awarding of tenure at Wichita State University were issued by the President on September 10, 1974. The explanation for the guidelines, and the guidelines, are set out below:

Guidelines for the Awarding of Tenure at Wichita State University

These guidelines are being distributed to members of the faculty in order to share broadly the institution's expectations about the rate at which the number of tenured positions will grow. It is clear that in periods of stability or even declining enrollments, continuation of the tenuring rates of the growth decades could lead institutions to a critical impairment of the ability to respond to change, to adapt to new circumstances, and to insure continuing additions to the faculty's strengths and talents.

Fortunately at Wichita State University because of the relative youthfulness of the faculty and the large proportion at junior ranks, the opportunity for gaining tenure is a viable expectation for a significant proportion of the nontenured faculty. Even so, the University cannot escape the obligation of formulating suitable guidelines for its tenure decisions in the years ahead. Our policy must include the following:

1. A reaffirmation of the position that the first judgments relative to tenure are those of merit as evaluated by the peer group
2. The establishment of a reasonable upper level of tenure towards which the university may grow
3. A procedure for guiding the rate at which the University moves toward that level.

The guidelines should be based on the best current projections about the development of the University and should allow for period adjustment to reflect the actual institutional experience relative to institutional growth and turnover in tenured faculty. They should further provide for flexibility and with what future conditions seem probable. This range allows for a satisfactory relationship between tenure and rank distribution assuming relative stability in the size of the faculty.

3. In order to provide for orderly growth in the number of tenured positions and to insure an equitable uniformity of opportunity to all, the average annual rate of tenure award may be as high as 8% to 9% of the untenured faculty. This rate takes into account the upper range of tenure of 65% to 70% and the expectations of turnover within the tenured faculty. It will allow the award of tenure in just over 50% of the cases reviewed each year.

It is important to emphasize that guidelines are not rigid rules. The institutional flexibility that these guidelines are designed to preserve must allow for occasional decisions that are exceptions to them.

Data on the tenure status of the full-time faculty by college and department, and for the University as a whole, is compiled annually by the Office of the Vice President for Academic Affairs. This information is available to the faculty through the deans and department chairpersons.

3.142 / College Guidelines and Criteria

Detailed guidelines and statements of criteria for tenure and promotion have been adopted by the various colleges, and in some instances at the departmental level. These guidelines and statements of criteria, which reflect the diverse nature of the various elements of the University, are supplemented by generalized guidelines utilized by the Tenure, Promotion, and Academic Freedom Committee in its review process. In cases where department and college tenure or promotion guidelines differ from those of the University, University procedures take precedence.

3.143 / Guidelines of the University Tenure, Promotion, and Academic Freedom Committee

Each year the University Tenure, Promotion, and Academic Freedom Committee adopts guidelines and procedures for performing its work. The guidelines adopted by the 1977-78 committee have been used since 1978, and are stated below. It should be emphasized that exceptions are made to all of the following guidelines in unusual cases.

Promotion
1. A terminal degree will be required for full, associate, and assistant professors.
2. Under normal circumstances, a faculty member should not expect to be considered for promotion with less than six years in grade.
3. The balance between research, teaching, and service at each rank should be as stated below.
   a. For promotion to assistant professor a faculty member should have demonstrated adequate teaching and show evidence of potential for scholarly or creative activity or research.
   b. For promotion to associate professor a faculty member should have demonstrated success in teaching and at least modest research, scholarly, or creative activity in addition to some service.
   c. For promotion to full professor a faculty member must demonstrate strength in research, scholarly activity, or creative activity and teaching in addition to some service.

Tenure

The guidelines regarding tenure award at Wichita State University issued by President Ahlberg on September 10, 1974, together with individual college guidelines, were used by this year's committee in its tenure review.

3.15 / Tenure and Promotion Calendar

Each year the Tenure, Promotion, and Academic Freedom
Committee adopts a Promotion and Tenure Calendar for the ensuing year that sets a timetable for completion of each step in the tenure and promotion review process. The current calendar may be obtained from the department or college office or the Office of the Vice President for Academic Affairs. The calendar for 1983-84 is set out as follows:

Wichita State University
Promotion and Tenure Calendar
1983-84

Step 1. September 2 — Latest date for transmitting to the dean the final list of department persons nominated for promotion and/or tenure and for notifying each person nominated

Step 2. September 23 — Latest date for completing nomination folders on each nominee and notifying eligible departmental faculty of their availability

Step 3. October 14 — Latest date for departmental meeting to vote on nominations from the department

Step 4. October 17 — Latest date for notification of deans and nominees of the results of votes at the departmental level

Step 5. November 18 — Latest date for college committees on promotion and tenure to make recommendations to the dean

Step 6. November 18 — Latest date for disposition of appeals made made to the college committee

Step 7. November 29 — Latest date for deans to notify candidates and their chairpersons of the decision on each nomination and of the opportunity to appeal negative decisions

Step 8. December 2 — Latest date for colleges to transmit to the central administration their recommendations for promotion or tenure

Step 9. December 9 — Latest date for the vice president for academic affairs to transmit to the University Tenure, Promotion, and Academic Freedom Committee the cases and materials to be reviewed

Step 10. January 27 — Latest date for University Tenure, Promotion, and Academic Freedom Committee to return required cases to the college level for reexamination

Step 11. February 3 — Latest date for college committees to report back to University level on the outcome of their reexamination of returned cases

Step 12. February 10 — Latest date for the University Tenure, Promotion, and Academic Freedom Committee to report to the president its recommendation on all nominations for promotion or tenure and its actions on any appeals made to it

Step 13. By March 17 — Candidates will be notified of the nature of the recommendations to be made by the administration to the Board of Regents

Step 14. By March 17 — The vice president for academic affairs will inform appellants and appropriate deans of University Tenure, Promotion, and Academic Freedom Committee decisions on appeals from the college level.

3.16 / Tenure and Promotion Review Process

The tenure and promotion review process is governed by the “Tenure, Promotion, and Appeals Procedures” document, which was adopted by the University faculty on November 29, 1982. The text of this policy is presented in the Appendix.

3.161 / Presidential Review of Nominees for Tenure or Promotion

The laws of the State of Kansas provide that, subject to the Board of Regents, the President shall appoint employees and administer the affairs of Wichita State University. In matters of tenure and promotion, the President has delegated the authority to make recommendations to certain faculty committees and administrators. However, the President retains the authority to make the final decision on the tenure and promotion of faculty members, subject to approval by the Board of Regents.

A person dissatisfied with committee or administrator recommendations concerning his or her tenure or promotion may, after exhausting the procedures and appeals in the Tenure and Promotion Review Process, petition the President of WSU for a favorable decision on tenure or promotion.

3.17 / Policy of Nondiscrimination and Affirmative Action

It is the policy of Wichita State University to provide equal opportunity in employment and upward mobility for all qualified persons, to prohibit discrimination in employment because of race, sex, color, religion, national origin, age, handicapped or disabled/Vietnam era veteran status, and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action throughout the University. Implementing this policy is a comprehensive affirmative action program, which addresses all potential sources and forms of discriminatory practices in the University environment, including those related to recruitment and appointment of faculty and staff, conditions of employment, and employment benefits.

The University's comprehensive human relations program is contained in the “Human Relations/Affirmative Action Program” for WSU dated July, 1982. The entire document is set out in the Appendix. The 1982 document represents a reaffirmation of the University's commitment to continuous improvement and monitoring of our human relations environment, affirmative action, and equal opportunity as expressed in earlier policy statements.

The human relations program is implemented for unclassified personnel through the office of the assistant dean of faculties for personnel with the assistance of affirmative action agents appointed in each division of the University. The program is implemented for classified personnel through the office of the director of employee relations.

C / RESIGNATION, RETIREMENT, AND DISMISSAL POLICIES

3.18 / Resignations

3.181 / Statement on Resignations

Mobility of faculty members among colleges and universities is rightly recognized as desirable in American higher
education. Yet the departure of a faculty member always requires changes within his/her institution and may entail major adjustments on the part of affected colleagues, the administration, and students. Ordinarily a temporary or permanent successor must be found and appointed to either his/her position or the position of a colleague who is promoted to replace him/her.

The standards set forth below are recommended to administrations and faculties, in the belief that they are sound and should be generally followed. They are predicted on the assumption that proper provision has been made by employing institutions for timely notice to probationary faculty members and those on term appointments, with respect to their subsequent status. In addition to observing applicable requirements for notice of termination to probationary faculty members, institutions should make provision for notice to all faculty members, not later than March 15 of each year, of their status the following fall, including rank and (unless unavoidable budget procedures beyond the institution forbid) prospective salary.

1. Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave-of-absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of this institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.

2. A faculty member should not resign in order to accept another employment as of the end of the academic year, later than May 15, or 30 days after receiving notification of the terms of his continued employment the following year, whichever date occurs later. It is recognized, however, that this obligation will be in effect only if institutions generally observe the time factor set forth in the following paragraph for new offers. It is also recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision.

3. To permit a faculty member to give due consideration and timely notice to his institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1.

4. Institutions deprived of the services of faculty members too late in the academic year to permit their replacement by securing the members of other faculties in conformity to these standards, and institutions otherwise prevented from taking timely action to recruit from other faculties, should accept the necessity of making temporary arrangements or obtaining personnel from other sources, including new entrants to the academic profession and faculty personnel who have retired.

5. Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

3.182 / Resignation Procedures
Resignations should always be submitted in writing to the faculty member's department chairperson or dean. The letter of resignation will be forwarded through the dean to the vice president for academic affairs, who will acknowledge the resignation on behalf of the University. Unless an alternate date is specified, the effective date of a resignation shall be the termination date of the faculty member's appointment, current as of the date of submission of the resignation.

3.19 / Retirement
3.191 / Retirement Eligibility
Present Kansas law (K.S.A. 1977 Supp. 74-4925) provides that the Kansas Board of Regents may prescribe rules and regulations for the retirement of faculty (and other unclassified staff not covered by KPERS) on account of age “to be not earlier than the sixty-second birthday and not later than the end of the academic year following the seventieth birthday.”

3.192 / Mandatory Retirement
Retirement is mandatory at the age of 70. The Kansas Board of Regents has adopted the following guidelines for determination of the date of retirement:

1. Twelve Month Faculty and Staff Covered by TIAA
   a. Who become 70 on or after July 1 of any year but prior to September 1 shall retire no later than September 1 following attainment of age 70
   b. Who become 70 on or after September 1 of any year shall retire no later than July 1 following the date of attainment of age 70

2. Nine Month Faculty Covered by TIAA
   a. Who become age 70 on or after June 1 but before September 1 of any year shall be retired on no later than the first of the month following the month that he/she attains age 70 unless employed in the Summer Session (June and July) to teach or do research, then such person so employed shall retire no later than August 1 following the attainment of age 70
   b. Who become age 70 on or after September 1 of any year but before June 1 shall retire no later than June 1 following the attainment of age 70.

3.193 / Retirement Benefits
The basic retirement program for faculty members is administered through the Teachers Insurance and Annuity Association (TIAA). The TIAA program is described in Section 4.024. Classified employees and a few unclassified employees of the University are covered by the Kansas Public Employees Retirement System (KPERS). The KPERS program is referenced in Section 4.025. Also see Section 4.026 regarding social security benefits.

3.20 / Dismissal for Cause
When reason arises to question the fitness of a faculty member who has tenure at Wichita State or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with the faculty member in personal conference.

If mutual consent is not reached on the matter at this point, a committee appointed by the president of the University Senate will be charged with the function of informally inquiring into the situation to effect an adjustment if possible, and, if not effected, to determine whether in its view formal proceedings to consider dismissal of the faculty member should be instituted. If the committee recommends that such proceedings should be begun, they should be
commenced by a communication addressed to the faculty member informing him/her of the informal committee's findings, and informing him/her that if he/she so requests, a formal hearing to determine whether he/she should be removed from his/her faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, at least 20 days time should be allowed the faculty member to prepare a defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded. Not less than one week before the date set for the hearing, the faculty member should reply in writing whether he/she wishes a hearing.

The committee of faculty members to conduct the hearing and make a final recommendation to the University president should either be an elected standing committee not previously concerned with the case or a committee established as soon as possible after the letter to the faculty member has been sent. The members of the hearing committee should be chosen on the basis of their objectivity and competence and the regard in which they are held in the academic community. The committee should elect its own chairperson. The published regulations applicable to the conduct of the formal committee's inquiry and to the rights of the faculty member are stated in Section B4 of the Board of Regents tenure policy and are repeated as follows: "The accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his own or from other institutions."

The hearing committee should give opportunity to the faculty member or his/her counsel and the representative designated by the president to argue orally before it, and should formulate its recommendation in conference, on the basis of the hearing. The hearing committee should make explicit findings with respect to each of the grounds of removal presented. The faculty member should be notified of the committee's recommendation in writing and should be given a copy of the record of the hearing.

The University president will receive and consider the hearing committee's recommendations. If the decision is to dismiss the faculty member, the president of the University will so inform the faculty member in writing, stating the effective date of the end of the faculty member's employment and any specific arrangements to be made regarding separation salary or other relevant matters.

3.21 / Financial Exigency Procedures

Recent higher education enrollment trends have made educators increasingly aware of the need to anticipate possible needs for budget and staff reductions (known commonly as retrenchment) by developing orderly procedures for making such reductions. Like governing boards in many other states, the Kansas Board of Regents recognized that advance planning for such contingencies would serve the best interests of everyone in the academic community; it therefore adopted, on September 21, 1979, the following definition of financial exigency for the Regents' system:

1. Definition

Financial exigency is the formal recognition by a Regents' institution that prior reductions in budget or authorized number of positions have required the elimination of nontenured positions and operating expenditures to such a point that further reductions in these categories would seriously distort the academic programs of the institution; hence, further budget or position reductions would require the nonreappointment of tenured members of the faculty or the failure to meet the standards of notice for nonreappointment of faculty. It is not a requirement of financial exigency that all nontenured positions throughout the University be first eliminated.

2. Procedure

It shall be the responsibility of the chief executive officer of each Regents' institution, in consultation with appropriate campus groups, to develop a plan for reductions in personnel as necessitated by conditions of financial exigency.

In the event a declaration of financial exigency shall be required it shall be the responsibility of the chief executive officer of the Regents' institution involved to so decide and declare the existence of the financial exigency. Following such a declaration, the chief executive officer shall notify the Board of Regents and provide explanation to the Board of the reasons for the declaration. The condition of financial exigency shall be reviewed periodically.

In response to the Regents' action, the faculty of Wichita State University adopted a document entitled, "Policies and Procedures for the Reduction of Unclassified Staff for Reasons of Financial Exigency" on September 15, 1980. The complete text of the 1980 document is found in the Appendix.
Chapter 4 / Faculty Benefits and Responsibilities

A / FACULTY BENEFITS

4.01 / Academic Freedom Statement
The University’s position on academic freedom includes the following:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties . . . .

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject . . . .

The . . . university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

4.02 / State Contributory Benefit Programs

4.021 / State of Kansas Health Insurance Program
The State of Kansas Health Insurance Program is available to faculty employed on a half-time or greater basis. The employee may choose plans administered by Blue Cross and Blue Shield of Kansas or by Health Care Plus, a Wichita-area health maintenance organization (HMO). The plan is optional, and eligible employees must enroll or waive the health insurance coverage. Employees who do not elect coverage at the time of initial appointment may enroll at any time during active employment, subject to a 240-day waiting period in regard to preexisting conditions. The plan is a contributory plan, with the employee’s single premium paid by the State of Kansas. An employee may elect coverage under the plan for spouse and all unmarried children under the age of 23. Payment for dependents’ coverage is made through monthly payroll deductions. Faculty members not on the payroll during the summer who do not spread the nine-month salary across 12 months must arrange for direct monthly payment of dependents’ coverage premiums during the summer months. Faculty members on leave without pay must arrange for payment of the full cost of insurance coverage during the period of leave. In the cases of disability and retirement, and in the case of a surviving spouse of a deceased state employee or retiree, group coverage may be elected to be continued, with the insured paying the full amount of the applicable group premium. A brochure describing the plan, including hospital, medical-surgical, and major medical benefits, is available from the insurance clerk, Office of Personnel Services.

4.022 / Insured Death and Disability Benefits
Faculty members who participate in the TIAA retirement program are covered by a death and disability insurance plan,
which is obtained through the Kansas Public Employees Retirement System. The cost of the insurance is borne wholly by the University. The insured death benefits are payable to the faculty member’s beneficiary(ies) for death occurring prior to the insured’s attaining age 70. The amount payable is equal to 100 percent of the annual rate of compensation for the 12-month period immediately preceding the month in which the death occurs. The death benefit may be paid in a lump sum or monthly installments for 1 to 20 years. A faculty member who terminates employment may convert the insured benefits to an individual life insurance policy within 31 days at the rates currently in force at date of conversion.

Disability insurance benefits are payable to a faculty member monthly while totally disabled, after total disability for a period of 180 days. The monthly benefits are equal to 50 percent of the insured’s monthly compensation on the date the disability commenced. The benefits are payable during total disability from 180 days after total disability until the date of retirement or age 65, whichever occurs first. The benefits are subject to reduction by not more than 50 percent of any disability benefits received from workers’ compensation, by the total amount received from other sources by reason of employment and by the primary part of the disability benefit received under social security. In no case shall the disability benefit be less than $50.00 per month.

4.023 / Workers’ Compensation

All state employees are covered under the Kansas Workers’ Compensation Act. Workers’ Compensation is an insurance plan that furnishes benefits to employees who are injured in accidents that arise out of and in the course of their employment. Illnesses arising out of and in the course of employment are also covered. Benefits for state employees are paid from a self-insurance fund established by the State of Kansas as employer. The act provides two types of compensation: compensation for lost earnings and compensation for medical costs. Compensation for time lost from the job due to injury is paid at the rate of two-thirds of gross average weekly wage up to a maximum of 66 2/3 percent of the state’s average weekly wage for as long as the disability exists, subject to an overall maximum of $50,000. The act also provides for compensation for permanent disability and death. Compensation for lost time is not payable for the first week unless the insured employee is off for three consecutive weeks. Medical expenses are covered regardless of the time lost from work and are subject to no maximum dollar limitation.

Whenever a faculty or staff member is involved in a job-related accident, the Office of Personnel Services should be notified immediately to assure that workers’ compensation benefits are made available.

4.024 / TIAA Retirement Program

Wichita State University maintains a contributory, funded retirement program for faculty members with Teachers Insurance and Annuity Association (TIAA). Under Kansas law persons eligible to participate in the program include “members of the faculty and other persons employed by educational institutions” under the management of the Board of Regents “and who are in the unclassified service under the Kansas Civil Service Act” as defined in K.S.A. 1977 Supp. 75-2935(f). Part-time positions are exempted from the retirement program. The Board of Regents has defined a part-time position as one in which the individual will be employed less than .5 time or less than 1,000 hours per year. Eligibility to participate in the program is subject to a two-year waiting period for new faculty members not already covered by TIAA contract.

Participation in the retirement program is compulsory for eligible employees, and payroll deductions are automatic. Members contribute 5 percent of gross earnings, including summer teaching or summer research. The participant’s contribution is matched by a 5 percent contribution by the University. Under the program a participant has the option of investing part or all of the total annuity premium in the College Retirement Equities Fund (CREF). The portion invested in TIAA provides a fixed-dollar annuity. The portion designated for CREF provides a variable annuity based primarily on the performance of common stocks.

Participants in the program may elect to have the employee’s 5 percent contribution to TIAA-CREF treated as a “tax sheltered annuity” under the Internal Revenue Code, thus deferring this portion of earnings from taxable income until retirement. A larger portion of gross income, up to the maximum permitted, may be tax sheltered by designating a larger than 5 percent employee contribution to TIAA-CREF.

Ownership of the retirement and survivors benefits under the TIAA-CREF program, including the portion of benefits purchased by the University’s contribution, is fully vested in the employee at all times. Full vesting allows participants to move freely among more than 3,000 educational institutions that have TIAA plans. The full current value of the annuity accumulation is payable to a named beneficiary as a death benefit if the participant dies before annuity benefits begin. Annuity benefits generally begin at the “normal retirement age” under the University’s program, but may begin earlier with a lower level of payments. The particular form of retirement benefit payments is chosen shortly before retirement from a number of options. These options include a 10 percent Retirement Transition Benefit, a Single Life Annuity, a Survivor Annuity, a life income with 10- or 20-year guaranteed period, and an installment refund. Booklets describing the particular benefits under the program are available from the Office of Personnel Services.

4.025 / KPERS Retirement Program

Some classified administrators and the classified staff are covered by the Kansas Public Employees Retirement System (KPERS). The regulations governing the KPERS retirement program are described in the Staff Handbook. Information about the program is available from the Office of Personnel Services.

4.026 / Social Security

The University is a participant in the federal social security program. Social security benefits include disability and survivors insurance, medicare insurance, and retirement benefits. Retirement benefits payable under social security are in addition to the benefits payable under the TIAA retirement program. The amount of the retirement benefits payable under social security is based on the average earnings creditable for social security over a period of years. Benefits payable are subject to automatic cost of living increases.

The social security program is supported by payroll taxes paid by an employee on a withholding basis and matched, dollar for dollar, by the employer (State of Kansas). Employee tax deductions for 1982 and 1983 are at the rate of 6.70 percent on earnings up to $32,400 (this taxable wage base
figure is expected to increase in calendar year 1983). Specific information on social security benefits is available from the Wichita office of the Social Security Administration, 435 South Water.

4.027 / Payroll Deductions and Check Spreading by the State of Kansas

Federal and state income taxes, payment for dependents' coverage under the State of Kansas Health Insurance Program, payment of the employee's contribution to TIAA-CREF, and payment of the employee's share of social security taxes are accomplished by direct payroll deduction by the State of Kansas. Deductions for WSU Employees Association programs must be made through a special check deposit arrangement with the WSU Employees Association. Nine-month salary checks may be spread over 12 months by the State of Kansas. Salary spreading may be arranged through the Office of Personnel Services.

4.03 / WSU Employees Association Programs

The WSU Employees Association has been formed to provide certain group insurance programs and services that are not available to faculty and staff through the State of Kansas. All employees of the University and the related corporations, and retired employees, are eligible to become members of the association. Voting members (who elect the association's council) are required to participate in the association's program of direct deposit of payroll checks and to participate in the association's group term life insurance program. The association's activities are administered through the Office of Personnel Services, in cooperation with the Controller's Office. The various programs and services available through the association are described below.

4.031 / Group Term Life Insurance

Group term life insurance is available through the association in an amount equal to two times the annual salary to the next higher thousand, except that members earning in excess of $10,000 are limited to the greater of $20,000 or 1 1/2 times annual salary. Premium rates are based on age and salary. Also available to group life policyholders is accidental death and dismemberment coverage, dependent life insurance coverage, and supplemental life insurance coverage. The association's life insurance carrier is American Health and Life Insurance Company (formerly Farmers and Bankers Trust Company to cover the three summer months. Interest earned on the savings account is credited to the member. It is estimated that a faculty member with a nine-month salary of $20,000 will earn approximately $130 in interest in the spreading period.

4.032 / Accident Insurance

Accidental death and dismemberment insurance is available through the Life Insurance Company of North America in amounts from $10,000 to $100,000 in either individual or family plans.

4.033 / Permanent Life Insurance

A "total cash value" permanent life insurance policy is available through Lincoln Liberty Life Insurance Company. The amount of insurance is determined by present age and the monthly premium selected. The insurance policy, which pays up to age 65, has a cash value which can be borrowed with an interest charge of 6 percent. The policy may be surrendered at any time with guaranteed full return of all premiums paid.

4.034 / Cancer Insurance

The association has adopted a Cancer, Hospital, and Additional Income Policy through Professional Investors Life Insurance Company. The policy provides for a monthly hospital income benefit of $3,000. Several plan variations are available in both individual and family coverage.

4.035 / General Liability Insurance

Through Lincoln Insurance Company, the association has obtained a liability insurance plan that covers liabilities "arising out of and directly relating to the University's premises and operations or the insured's position of employment by the University." Coverage includes costs of litigation and damage judgments. The plan does not replace the professional liability insurance required of "health care providers" under Kansas law. The contract currently provides for coverage of $250,000 per occurrence and a $1,000,000 aggregated limit for the University group.

4.036 / Payroll Deductions and Check Spreading by the Employees Association

An integral part of the association's activities is provision for payroll deductions and check spreading through the association. Payroll deductions are accomplished by assignment of a member's payroll check for deposit to a checking account in a bank in the Wichita metropolitan area. The payroll check is forwarded to the bank for deposit and processing of authorized deductions. Each member is provided a monthly statement from the bank, which indicates the amount deposited and all deductions made. Deductions may be authorized through the association for the following purposes:

1. group term life insurance premiums
2. accident insurance premiums
3. permanent life insurance premiums
4. cancer insurance premiums
5. United Way contributions
6. Campus Credit Union savings or loan payments
7. Shocker Alumni and Faculty Club dues.

Check spreading through the association involves payment to the member of three-fourths of the state net pay for each of the nine months. One-fourth of the net pay is deposited each month in a savings account at the Fourth National Bank and Trust Company to cover the three summer months. Interest earned on the savings account is credited to the member. It is estimated that a faculty member with a nine-month salary of $20,000 will earn approximately $130 in interest in the spreading period.

4.04 / Travel Policies and Procedures

4.041 / Travel Policy

All travel approved at Wichita State University is intended to benefit the state in one of the following ways: (1) to assist the University in securing a federal or private grant to enrich its academic and research program, thereby benefiting its students and the state; (2) to enable a member of the faculty to contribute the results of research and scholarship to the critical review of other scholars, thereby ensuring the productive use of the fruits of his/her work; (3) to enable a member of the faculty to keep abreast of the ongoing work in
his/her field by participating in workshops, colloquia, seminars, and other meetings designed to enhance the faculty member’s ability as a teacher, scholar, and researcher.

Requests for out-of-state travel for faculty to regional and national professional meetings are individually reviewed by the deans and academic vice president.

Subject to the limit imposed by available funds, the following guidelines are used in the evaluation of out-of-state travel requests:

1. The request is approved if the faculty member is presenting a paper at a professional meeting, which has been reviewed and accepted by an outside jury of his or her peers.

2. A request is approved if the faculty member is performing some official function on the program, such as serving as an officer of the regional or national professional group.

3. Requests are normally approved if the faculty member is representing a department for the purpose of interviewing candidates for an authorized position.

Funding is not available to fully support faculty travel under these guidelines. It has been necessary in most years to limit support to direct travel costs, with no provision for per diem.

4.042 / Travel Procedures

Requests for travel authorization are initiated at the department level. Department chairpersons are responsible for the regulation of travel for their respective units. Requests for out-of-state travel authorization must be approved by the dean or director and submitted to the Office of Business Affairs at least two weeks in advance of the proposed trip.

The University has credit arrangements for air travel with several travel agencies in the city. Each individual or department is requested to make air travel arrangements with an agency after authorization is obtained. The agency will send the flight tickets and schedules to the Controller’s Office to be picked up by the traveler.

Use of privately owned automobiles for out-of-state travel requires approval by the dean or director. Under state regulations, reimbursement for private car mileage cannot be made unless two or more University personnel are traveling together, and then only if a University vehicle is not available. In-state trips may be taken by University automobile or privately owned automobile (if a University car is not available).

4.05 / Leave Policies

4.051 / Sabbatical Leave

In strictly meritorious cases, a faculty member who has served continuously for six years or longer may be granted a leave of absence with part pay for a period up to one year. The text of the sabbatical leave policy is contained in the Appendix.

4.052 / Leave Without Pay

A faculty member may be granted a leave of absence without pay when it is judged to be in the best interest of the University. Written application for such leave, together with the endorsements of the appropriate departmental chairperson and/or dean or director, should be submitted to the vice president for academic affairs at least 30 days before action of the Kansas Board of Regents is expected. The Kansas Board of Regents’ policy on such leaves is stated as follows:

A leave without pay for one year may be granted when such is judged to be in the best interest of the institution and such leave will not be regarded as a break in continuous service; however, such leave without pay will not count toward earning Sabbatical leave nor will other than a scholarly leave count toward tenure; a scholarly leave will count toward tenure unless the staff member and the institution agree in writing to the contrary at the time the leave is granted. Any extension of a leave without pay for a second year requires the specific consent of the Board of Regents. Two years is the limit for such leaves.

If appropriate, a faculty member may request, at the time the application is submitted, that the leave not be considered scholarly leave. The vice president for academic affairs will determine whether the request is to be granted.

4.053 / Sick Leave

All unclassified faculty and staff who are forced to be absent from their duties for reason of personal illness or temporary disability are eligible to receive sick leave pay. The present sick leave policy was adopted by the Board of Regents on May 15, 1975. The Board of Regents policy is implemented at Wichita State University by the following administrative guidelines:

Accrual of Sick Leave Credit

Unclassified employees will accrue sick leave credit at the rate of one working day for each calendar month of full-time employment, with no limit on the number of days which can be accumulated. Accumulations of sick leave credit for months spent on less than full-time status shall be reduced proportionately. Accumulations for time on sabbatical leave will be proportioned according to the pay status during that period. No sick leave credit will be awarded for periods when personnel are on leave-without-pay status. Unclassified personnel employed less than half-time, lecturers, and adjunct/faculty associates are not eligible for sick leave.

Use of Sick Leave

Sick leave with pay may be granted only for the necessary absence from duty because of personal illness or temporary disability of the employee or for legal quarantine. Personal illness includes disability caused or contributed to by pregnancy, termination of pregnancy, childbirth, and the recovery therefrom.

It will be the responsibility of each unclassified employee to report sick leave utilized to his or her departmental office on a monthly basis. Sick leave should not be reported in increments less than one-half day.

Departmental chairpersons or budget officers will submit a monthly departmental record of sick leave utilized to the Office of Personnel Services.

At such time that all accrued sick leave credit has been utilized, and dependent upon the nature and circumstances of the illness, unclassified personnel may be eligible for leave without pay.

Retirement Benefit

Each person retiring from the unclassified service of the State of Kansas who has accumulated 100 days or more of sick leave shall receive, at the time of retirement, compensation for his or her accumulated sick leave as follows:
1. Compensation for not more than 30 days, if such person has completed 8 or more years of such service and has accumulated at least 100 but less than 125 days of sick leave.

2. Compensation for not more than 45 days if such person has completed 15 or more years of such service and has accumulated at least 125 but less than 150 days of sick leave.

3. Compensation for not more than 60 days if such person has completed 25 or more years of such service and has accumulated 150 days of sick leave or more.

Retirement employee contributions shall be deducted from all compensation for accumulated sick leave paid to each person who retires, and benefit calculations for such person shall include such compensation.

4.054 / Annual Leave

Unclassified personnel at Wichita State University employed on a 12 month basis are entitled to annual leave. Annual leave is implemented by the following administrative guidelines:

- Full-time unclassified personnel on a 12 month basis earn one calendar month of annual leave with pay not to exceed 22 working days per fiscal year. Leave credit shall be accumulated on the basis of two days for each month of service. (The month of annual leave is not considered a month of service for purposes of crediting annual leave.) Accumulations of annual leave credit for months spent on less than full-time service shall be reduced proportionately. Twelve month unclassified personnel employed less than half-time are not eligible for annual leave. The maximum amount of annual leave which can be accumulated is 33 working days. Accumulations of annual leave credit for time on sabbatical leave will be proportioned according to the pay status during the period. No annual leave credit will be awarded for periods when personnel are on leave-without-pay status.

Annual leave should be arranged in advance with the approval of the employee’s administrative superior.

In the event of a termination, accrued annual leave must be taken prior to the end of the appointment period or be lost. In case of termination prior to completion of an initial 12 month appointment, accrued leave may be taken by the employee (regardless of the number of months of service.) Nine-month and ten-month unclassified personnel do not earn annual leave.

4.055 / Holidays

The Board of Regents has adopted the following policy:

Regents institutions shall observe the following holidays for all unclassified and classified personnel:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

Unclassified and classified personnel shall be entitled to such other special holidays as may be declared by the Governor. If any listed or special holidays fall during a time when classes are in session, such holidays shall not be observed by unclassified personnel. Classified employees required to work on such holidays shall be afforded compensatory time or compensation in accordance with Civil Service rules and regulations.

Employees within the Regents system who accrue annual leave shall be entitled to one additional holiday per year to be taken at their discretion, subject to the advance approval of the individual’s administrative superior.

4.06 / Grievance Procedure

In order to attempt to resolve internal disputes within the campus community, Wichita State University has established a grievance procedure for faculty members and other unclassified personnel. The grievance procedure, when used, gives the employee an opportunity to have his or her grievance considered by a Grievance Review Committee made up of other faculty members; the Review Committee then makes recommendations to the president of the University. The text of the grievance procedure is found in the Appendix.

4.07 / Traffic and Parking Regulations

Traffic and parking on campus are governed by regulations established by the University Traffic Committee and published in a brochure entitled Wichita State University Traffic Regulations. The brochure is issued at the time of vehicle registration. It is the responsibility of the faculty member to familiarize himself or herself with these regulations.

Vehicle registration may be accomplished and parking permits obtained at the cashier’s window in Jardine Hall. Registration may also be accomplished by campus mail. Faculty parking fees are based on annual salary.

Parking for faculty members is on a first-come, first-served basis in lots designated as “open” or “faculty and staff” (except in certain areas where assigned stalls are available to deans and officers of the administration). Assigned stalls may be made available upon request to the University Traffic Committee for employees whose dean or department deems it essential that they make frequent departures and returns to the campus. Reserved stalls may be made available also to faculty members who are handicapped or who have a health problem.

Faculty members are responsible for payment of the applicable fines for violations of traffic and parking regulations. Fines are payable directly to the cashier in Jardine Hall. Violation notices may be contested by filing within ten days an appeal form available at the University Police Department. Appeals are heard by the University Traffic Court. If a fine is upheld, it must be paid within ten days of the court’s decision. Failure to pay fines may result in withdrawal of future campus parking privileges and disciplinary action by the Office of the President. See Section 4.20 for information regarding withholding of paychecks for unpaid fines.

4.08 / Defense of State Officers and Employees

The 1977 Kansas Legislature expanded Kansas law to provide for the defense of all state officers and employees when they are sued for damages for any alleged nonfeasance, misfeasance, or malfeasance of the duties of his or her office. The attorney general’s office is authorized to provide for such defense if written notification of the filing of an action is received before the end of the fifteenth day after the filing date. The attorney general is not required to provide a defense when notification is received after the fifteenth day. Notification is transmitted through the president and the office of the Board of Regents. See Section 4.035 for information on personal liability insurance.

4.09 / Professional Development

Professional development and continuing professional
education are essential elements in an institution’s quest for academic quality. At Wichita State University, the primary responsibility for professional development rests with the individual. Increasing effectiveness in teaching, research, and service is expected of each member of the faculty.

In an era of limited resources, however, the institution is developing a variety of opportunities for faculty to obtain the resources needed for professional growth. Within the limits of its capabilities, the University provides some funds for travel to professional meetings. Each fall and spring, the University research committee awards small grants to faculty who need some support to initiate or complete a research project.

Various offices throughout the institution offer programs directed at the improvement of instruction. These include the University College advising offices and the University Testing and Evaluation Center. The Counseling Center staff is available to faculty and staff who wish to discuss personal and professional issues. Each year, the Center for Professional Development provides a number of seminars and dialogue groups in which professional and instructional issues are discussed. This office can also arrange part-time administrative internships for faculty seeking new perspectives on the institution.

Finally, faculty are advised to take advantage of the many seminars, workshops, and presentations provided often on an informal and ad hoc basis by a number of academic units and interest groups.

4.10 / Faculty Awards
Wichita State University provides three university-wide awards for commitment to teaching. Two of these are supported by the WSU Board of Trustees and are designated as awards for excellence in teaching. A randomly drawn sample of faculty are asked to nominate outstanding teachers. In addition, the deans of the various colleges randomly select both students and alumni to participate with the faculty in the selection process. Each elector may nominate three faculty members.

A third award, also sponsored by the WSU Board of Trustees, is given for leadership in the advancement of teaching. This award is presented to the faculty member determined to have been most supportive in enabling colleagues to improve their instructional capabilities. Nominations for this recognition are received from the various colleges, and an ad hoc committee of university faculty provides recommendations to the vice president for academic affairs.

The three awards are presented each year at the annual University Honors Convocation.

B / FACULTY RESPONSIBILITIES
4.11 / Faculty Ethics Statement
The University Senate adopted the following statement on faculty ethics on November 8, 1982:

I. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise a faculty member’s freedom of inquiry.

II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before the student the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that they evaluate students according to their true merits. They respect the confidential nature of the relationship between teacher and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the student’s academic freedom.

III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

IV. As members of their institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided these do not contravene academic freedom, they maintain their rights to criticize and seek revision of them. Faculty members determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intention.

V. As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, their students, their profession, and their institution. When faculty members speak or act as private persons they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

4.12 / Resolution on Academic Freedom and Campus Disruption
The following resolution on academic freedom and campus disruption was adopted by the Board of Regents on June 19, 1970:

WHEREAS, the Members of the State Board of Regents recognize that academic freedom is a necessary adjunct of higher education in the State of Kansas, and,

WHEREAS, academic freedom includes not only the right of dissent, but also the freedom to pursue academic aims by all segments of our colleges and universities, and,

WHEREAS, small numbers of the student bodies and/or employees of Kansas state colleges and universities are pursuing activities deliberately designed to, and which do, disrupt regularly scheduled activities of said institutions, and,

WHEREAS, disciplinary boards organized to provide student and faculty review of disruptive actions are, at times, harassed and delayed in conducting said reviews, and,

WHEREAS, the interest of citizens and taxpayers of the State and of the majority of students and faculty is detrimentally affected.

NOW, THEREFORE, BE IT RESOLVED, by the State Board of Regents that the chief administrative officer of each of the state universities and colleges be and they are hereby directed to immediately suspend any employee,
The Board of Regents has adopted the following statement of policy on political activity of unclassified personnel at the state universities:

Faculty, administrators and other unclassified personnel are eligible to accept any public or political party position which does not involve any conflict of interest and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school board, planning group, and county, state and national party committees and like organizations, by either appointment or election.

The filing of a declaration of intent to become a candidate shall not affect the status or appointment of an unclassified member of a college or university staff; provided, however, such person at all times while a candidate shall properly and fully perform all of his or her assigned duties; provided further, however, that should such person while he or she is a candidate for office fail to perform all of his or her assigned duties, such person shall not receive any salary or benefits from the date of filing for office.

Leave without salary or other benefits will be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the State Legislature, and state and county offices or appointments to office falling within this category; effective, as to other state and county office holders and candidates shall not be introduced or sponsored at any time while he or she is a candidate for office. Effective, as to other state and county office holders and candidates, the prohibition shall also apply to the use of facilities of institutions under the Board of Regents. Such eligibility covers membership on a city commission, school board, planning group, and county, state and national party committees and like organizations as limited to political activity.

The Board of Regents has adopted the following statement of policy on political activity of unclassified personnel at the state universities:

Faculty, administrators and other unclassified personnel are eligible to accept any public or political party position which does not involve any conflict of interest and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school board, planning group, and county, state and national party committees and like organizations, by either appointment or election.

The following statement of the Kansas Board of Regents in September 1974.

The University Senate and the administration have endorsed a statement entitled “On Preventing Conflicts of Interest in Government-Sponsored Research at Universities.” The sense of the University’s endorsement is that the statement is pertinent to all sponsored research and service activities. The statement is set out in the Appendix.

The following statement of the Kansas Board of Regents in September 1974.

The University expects members of the faculty, the University, however, permits and, indeed, encourages a reasonable amount of personal, professional activity outside the faculty member’s reasonably construed total professional responsibilities of his/her employment by and for the University, provided such activity: (a) further develops the
faculty member in a professional sense or serves the community, state or nation in a professional capacity; (b) does not interfere with the faculty member’s teaching, research and service to the University; and (c) is consistent with the objectives of the University. Professional care of patients is not considered personal, professional activity. Regular instructional service to other educational institutions is normally regarded as an inappropriate personal, professional activity.

Within these limits, the University shall control the allowable amount of such outside professional activity.

The faculty member must inform the chief academic officer, through the department chairperson or head and the dean, of all personal, professional activities. For all such activities except those single-occasion activities specified below, the faculty member must report in writing the proposed arrangements and secure approval prior to engaging in the activities. Those activities which involve only a single occasion, are clearly of a scholarly, professional or technical nature, rather than commercial, and in which compensation is not the primary consideration, must be reported annually in writing as prescribed. For all activities concerned, the report should indicate the extent and nature of the activities, the amount of time to be spent in the activities, and the total amount of time spent or expected to be spent on all such outside activities during that current academic year.

In the event that outside personal, professional activities require the use of customarily priceable University materials, facilities, or services, the faculty member is expected to make arrangements for reimbursement.

University policies on conflict of interest must be observed in arranging and conducting outside personal, professional activities.

Additional rules and procedures for personal, professional activity may be established by the several schools and divisions of the University.

4.152 / Policy Concerning Consultant Services to Other State Agencies

It is the responsibility of the University, which employs a faculty member on a regular basis, to seek authorization from the Board of Regents for a faculty member to serve as a consultant to another state agency. If a WSU faculty member is contacted by another state agency to serve as a consultant and if the faculty member is to be reimbursed for these services, the following steps should be followed.

1. The WSU faculty member through the departmental chairperson must submit a memo to the vice president for academic affairs giving the name of the faculty member, dates of employment, reason for employment, and the rate of compensation.

2. The vice president for academic affairs will place the matter on the agenda for approval by the Board of Regents, which normally meets the third Friday of each month.

3. When the matter has been approved by the Board of Regents, the vice president for business affairs will notify the counterpart at the state agency requesting the services of the WSU faculty member so the requesting state agency can initiate the appropriate paper work to pay the WSU faculty member.

4.16 / Library Policies

4.161 / Loan Policies

General circulating books are loaned for one month, although at the time of initial check-out a faculty member may request loan of a book for the duration of the semester if desired. More limited loan rules apply to government documents and periodicals. Other materials are loaned by special arrangement. All books and materials are subject to recall at any time for reserve and after specified periods if requested by another user.

4.162 / Fine Policies

Faculty members are responsible for returning loaned books and materials on time. Fines for overdue general circulating books, government documents, and pamphlets are assessed at the rate of 25¢ per day for each overdue item, with a five-day grace period. On the sixth day a fine of $1.50 is due. After the fine has reached a maximum of $10.00, the borrower is charged the purchase price of the items plus a processing fee of $5.00 or the fine, whichever is greater. If the item is returned within one year any payment over $10.00 is refunded.

At the beginning of each new semester, those faculty members whose fines total $3.00 or more, or who have not returned overdue library materials from the previous semester, will receive a list of all outstanding charges. If the material is not returned or fines are not paid within a month, the faculty member will be notified that check-out privileges will be withheld until the obligations are cleared or an appeal is filed with the Library Appeals Committee.

The fines schedule is subject to change.

4.163 / Fine Appeal Procedures

A faculty member may appeal the assessment of a fine for overdue or lost materials. An appeal should be in writing and filed with the head of circulation. The appeal, along with a written response by the circulation librarian, will be forwarded to the Library Appeals Committee for disposition. The Library Appeals Committee is composed of five members, including one member nominated by the president of the University and confirmed by the University Senate, two tenured faculty members nominated by the University Senate's Committee on Committees and confirmed by the Senate, and two student members named by the Student Government Association. An appealing faculty member is allowed to appear before the committee to present oral arguments and to respond to questions. Decisions of the committee are final.

4.164 / Reserve Materials

Books and nonprint media required for courses should be placed on reserve to enable large numbers of students to use them. A faculty member's own copies of material may also be placed on reserve. A photocopy of an article in a book or journal may be placed on reserve, but copyright laws limit the library to making only one copy. At the end of each semester, all library materials are removed from reserve, and all personal copies and photocopies are returned to the faculty member. To assure good service, lists of reserve materials should be turned in at the end of each semester. If heavy use is expected for materials located in the Reference Collection, the Reference Department should be consulted at the beginning of the semester concerning placement on reserve.

4.17 / Use of the University's Name

Members of the faculty and administration are encouraged to use the name of the University and to use University stationery for official correspondence. The University as an institution should not appear to be involved in projects with which it has no official association. Members are urged not to use the University name in any announcement, advertisement, publication, or report involving person or unofficial activity of faculty members, if such use can be construed as implying University endorsement of any product, project, or service.
4.18 / Jury Service
Kansas statutes do not exempt teachers from jury duty. The court may excuse from jury duty persons "whose presence elsewhere is required for the public welfare, health or safety." Request for excuse from jury duty may be made by telephone to the jury clerk of the Sedgwick County District Court.

4.19 / Commencement Policy
The annual Commencement exercise is organized by a Commencement committee with student, faculty, and administrative representation. Members of the faculty are expected to attend Commencement. Academic costume is worn and may be rented through the University Bookstore.

4.20 / Final Exam Scheduling
No final examination, or portion thereof, may be given at any time other than the scheduled time, unless such change is approved by the dean of the college. Further information on final examinations is found in Section 5.04.

4.21 / Withholding of Paychecks and Setoff of Amounts Owed
The Board of Regents has adopted the following policy concerning the withholding of paychecks and setoff of amount owed by faculty for fines, fees, or penalties.

Each Regents' institution shall be authorized to withhold payroll or other warrants issued by the State to, or setoff amounts owed by, any officer or employee of that institution against salary, other compensation or other amounts payable to such individual for any fine, fee or penalty owed by such officer or employee to the Regents' institution. Such authorization shall be subject to the development of appropriate procedures and conditions by the Council of Business Officers for such withholding of warrants or setoff of amounts owed and the approval of such procedures and conditions by the Budget and Finance Committee of the Board of Regents.
Chapter 5 / Academic Policies

5.01 / Admission Policies

Kansas law (K.S.A. 72-116) provides that any person who graduates from an accredited Kansas high school is entitled to admission to the freshman class of any of the institutions under the Kansas Board of Regents upon presentation of the high school transcript. Kansas residents may also qualify for admission with an acceptable GED test score. Out-of-state applicants are eligible for admission if they rank in the upper one-half of their high school graduating class or present acceptable test scores and high school grades. Transfer students from other colleges and universities who have a cumulative grade point average of at least 2.00 are eligible for admission. "Open admission students" (students (1) who have graduated from high school and have not attended high school or college during the past two years or (2) who have not graduated from high school but are at least 21 years of age) are admitted upon application (transcripts or test scores not required) to a nondegree bound status in the Division of Continuing Education. Also eligible for open admission status are persons currently on active military duty or persons holding a baccalaureate or higher degree. The specific rules relating to admissions are more fully described in the Catalog. Applications for exceptions to University admission rules are considered by the University Committee on Admissions and Exceptions.

Criteria for admission to the several colleges and programs within colleges are set by the faculties of the colleges. College admission criteria are set out in each college's section of the Catalog. Application for exceptions to college admission rules are considered by college exceptions committees.

5.02 / Enrollment Process

5.021 / Preregistration and Registration

Members of the faculty participate in the preregistration and registration of students. A brief period is designated in each semester by the University Calendar for the purpose of preregistration for the succeeding semester. A period in the summer provides for opportunity for the preregistration of incoming freshman and transfer students. The registration period for each semester and summer school is set by the University Calendar. Detailed time schedules and instructions relating to the preregistration and registration processes are set out in the Schedule of Courses. Almost all members of the faculty are requested to participate in preregistration and registration. All faculty personnel are expected to be available unless an excuse has been granted by the faculty member's dean or department chairperson.

5.022 / Academic Advising

The University seeks to provide sufficient advice and assistance to assure that the student's schedule fulfills his or her personal interests and needs, is consistent with University and college regulations, and advances the student toward his or her educational goals and toward graduation. Each faculty member is responsible for learning about the course offerings and regulations of his or her department and college, as well as the general regulations of the University. An important advising tool, the Handbook for Academic Advisers, is published by University College and is available to any faculty member upon request.

5.03 / Class Policies

5.031 / Classroom Assignments and Class Time

Classrooms are assigned for each class in accordance with the quota submitted by the department. Although departments may request specific classrooms, the registrar is authorized to make room assignments without consultation. All classes will be held in the rooms scheduled unless permission to change is requested of and granted by the Registrar's Office. Requested class times are changed only upon consultation with the dean and chairperson. All classes will begin and dismiss promptly as scheduled.

5.032 / Class Lists

The Registrar's Office furnishes each department chairperson...
with duplicate copies of the official class list of students enrolled in each course offered for a given semester. One copy is distributed by the chairperson to the instructor of the course. The first official class list is available on the first day of classes. At the end of the third week of classes updated class lists are distributed. Students whose names are on the class list are officially registered. If a student's name does not appear on the list, he or she should be advised to contact the Registrar's Office immediately. Only students who are officially enrolled are permitted to attend class.

Additions to classes are made on add card forms and withdrawals on drop card forms. A copy of the add or drop card is transmitted to the instructor as a record of the transaction. The Registrar's Office should be notified of any student on the class list who fails to appear.

5.033 / Instructor Attendance Obligation
An instructor is obligated to meet classes at the scheduled time unless prevented by illness or unavoidable absence from campus. Anticipated absence from class must be reported to the department chairperson or the dean of the college prior to the meeting of the class; unanticipated absences must be reported upon the instructor's return to campus.

5.034 / Student Attendance Obligation
Students are expected to attend all classes in which they enroll, and faculty members are expected to monitor attendance. In cases of excessive absences, instructors may report the student's absence to the dean of the student's college, or to the University College Early Alert program. Administrative withdrawal for reasons of excessive absences is discussed in Section 5.053.

5.04 / Examination Policies
The following statements on examination policy reflect current general understandings and practices.

5.041 / Finality of Grades
The grades assigned by an instructor to any quiz, scheduled examination, or final examination are final. An instructor may correct errors in calculating or recording a grade. Grades may be challenged by students through the academic appeals process. (See Section 5.051 and 5.07.)

5.042 / Special Examinations and Reexaminations
Special examinations and reexaminations are given only in exceptional circumstances. Special examinations may be necessary to evaluate the achievement of handicapped students. (See Section 5.09.)

5.043 / Make-up Examinations
Students are ordinarily permitted to make up major examinations, including the final examination, upon establishment of reasons for missing the examination satisfactory to the instructor.

5.044 / Final Examinations
Evaluation of student performance in a course should involve a major demonstration of mastery of the course material. This is traditionally accomplished through a final examination, although some instructors adopt alternatives to a final examination, such as a written paper in lieu of a final examination. Final examinations are given according to a schedule prepared by the Registrar's Office and published in the Schedule of Courses. A copy of the final examination schedule, together with a statement of the rules relating to final examinations, is sent to all faculty members several weeks before the final examination period. Final examinations are governed by the following rules:

1. The maximum time allowed for a final examination is as follows: 1-hour course, one hour; 2-hour course, two hours; 3-, 4-, and 5-hour courses, three hours. (In order to use three hours for the examination it would be necessary to start or continue one hour before or after the scheduled time.)
2. No final examination, or portion thereof, may be given at any time other than scheduled, unless such change is approved by the dean of the college and a classroom is available. A changed time would be approved only if it occasions no conflicts for any of the students involved.
3. No student may be required to take more than two final examinations on one day. Arrangements for a rescheduled final examination must be made by the student prior to the scheduled examination.

5.05 / Grading Policies

5.051 / Basis of Grades
All grades are determined by the instructor. The instructor, however, has an obligation to announce to the class at the beginning of the semester the basis for evaluation of student performance. The right of students to protection against improper academic evaluation is set out in Article I, Section 2, of the Student Bill of Rights. (See Appendix.) Allegations of improper academic evaluation may be pursued through an academic appeals process, which ultimately involves a hearing before the Court of Student Academic Appeals. (See Section 5.07.) If a decision of the court calls for a change of grade, the Office of the Dean of Admissions is so advised, authorizing an official change.

5.052 / Definition of Grades
The grading system utilized at Wichita State University employs five basic letter grades, defined in the Catalog as follows:

A Distinguished achievement. Credit given; four credit points per semester hour.
B Superior achievement. Credit given; three credit points per semester hour.
C Average achievement. Credit given; two credit points per semester hour.
D Below average achievement. Credit given; one credit point per semester hour.
F Failing work. No credit hours earned toward graduation; zero credit points per semester hour. Counted as a course attempted and completed and included in computation of grade point average.

Academic regulations of the University recognize an A/Pass/Fail (A/P/F) option for certain qualifying students in a total of three regularly graded courses outside their major or supporting minor area. The option is declared by the student before the end of the second week of classes during the semester, or during the first week of the eight-week Summer Session. The election of the A/P/F option is a confidential record and unknown to the instructor. If the student's course grade is reported as either an A or F, those grades are recorded on the transcript. If the student's course grade is reported as either B, C, or D, the grade of P (pass) is recorded on the transcript. The grade is defined in the Catalog as follows:
Courses numbered below 100 do not carry credit toward a Wichita State University degree and are graded Credit/No Credit (Cr/NCr). In addition, students may elect Cr/NCr during a special transition semester, and certain credit courses are designated in the course description in the Catalog as follows:

- **Cr** Credit (A, B, or C). Used only in the transition semester and for courses defined as Cr/NCr in the Catalog. Credit given; no credit points.

- **NCr** No Credit (D or F). Used only in the transition semester and for courses defined as Cr/NCr in the Catalog. No credit given; no credit points.

The grades S and U have been utilized for certain workshops. These grades are defined in the Catalog as follows:

- **S** Satisfactory (A, B, or C). Credit given; no credit points assigned.

- **U** Unsatisfactory (D or F). No credit given; no credit points assigned.

### 5.053 / Withdrawals

Students may, as a matter of right, voluntarily withdraw from any or all courses through the tenth week of a semester or the fifth week of the eight-week Summer Session and have a W recorded for the course. After the period for voluntary withdrawal has passed, students may withdraw with a W only if they petition the dean of their college and the University’s Committee on Admissions and Exceptions approves their petition.

Administrative withdrawal may be initiated by the dean’s office of the college in which a student is enrolled, the business office, the office of student affairs, or other appropriate University offices for the following reasons:

1. The student’s class attendance is so poor that in the instructor’s opinion full benefit cannot be derived from the course;
2. A University College student fails to be accepted by a baccalaureate college by the time of completion of 60 credit hours;
3. The student fails to complete successfully all prerequisites for those courses in which the student is enrolled;
4. The student violates the provisions of the student’s responsibilities statement in the University Catalog;
5. The student does not comply with the terms of a provisional admission;
6. The student has unmet financial obligations to the University.

**W** Withdrawal from course. No credit given; no credit points. Does not affect grade point average but counts as an attempt in repeat policy.

### 5.054 / Incompletes

The grade “incomplete” (I) is used to give a student an extension of time, at the discretion of the instructor, to complete course work. Credit is postponed, and the course is not included in the student's grade point average until it is completed and a regular letter grade is assigned. An incomplete course must be satisfactorily completed by the end of the next semester in which the student enrolls, summer excluded, or the I reverts automatically to an F. The following conditions govern incompletes:

1. If students do not enroll at Wichita State within one calendar year following an incomplete and if their work is not completed within that calendar year, they must enroll in that course as a repeat during their next semester of enrollment, or the grade will be changed to F. If they do enroll in the course again, the I is changed to W, and the grade earned during the repeat semester becomes the grade of record. (If the course is not offered when a student resumes academic work, the student must request that an exception be made by the chairperson of the department offering the course. The department chairperson may authorize a substitute course, postpone action for a semester or authorize a grade of W.)
2. An incomplete on the third enrollment in the same course means that a student may not enroll in the course again (enrollment becomes subject to the regulations concerning the repeating of courses).

### 5.055 / Midterm Grade Reports

Midterm grade reports (“downs”) are an essential part of the process of identifying, before it is too late, students who need academic help. In order for this identification process to succeed, and to improve the student retention rate, it is important that an instructor have a sufficient basis for evaluation of student performance by the midpoint of a semester. Shortly before the midpoint of a semester, each instructor receives a grade report form to be used in reporting students whose performance is below the C level. In addition to D, F, or I grades, one or more explanation codes may be marked. The due date for the Midterm Grade Report is set by the Academic Calendar.

### 5.056 / Final Grade Reports

During the week prior to the beginning of final examinations, grade report forms are distributed to the departments and by the departments to instructors. The two-copy computer printed forms list the names of students enrolled in the class and indicate in the grade area any students who have withdrawn after the second week of the semester and students enrolled in the course on an audit status. The instructor circles the appropriate grade in ink, signs each page at the bottom, returns the original to the Registrar’s Office by the due date listed at the top, and retains the carbon copy. Grade reports should be hand-carried to the Registrar’s Office and not sent through campus or U.S. mail. Due dates based on the final examination date are necessary to prevent backlogging of entry of grades into the computer.

### 5.057 / Change of Grades

Request for Change of Grade forms are used to remove grades of incomplete and to correct instructor errors in grading or reporting of a grade. A grade change may be initiated by an instructor at any time during one calendar year following assignment of a grade. An explanation of the nature of the error that necessitates the change of grade is required. Request for Change of Grade forms are transmitted through the instructor’s dean to the dean of admissions and records. Change of a grade assigned more than one year earlier may be authorized upon petition by the instructor to the University Admissions and Exceptions Committee.

### 5.06 / Student Rights and Responsibilities

A statement on the rights and freedoms of students was
adopted by vote of the student body in April, 1968, and was approved by vote of the University faculty in May, 1968. Faculty members should be familiar with the content of the document, which is set out in the Appendix.

5.061 / Statements on Student Responsibility

The following statements on student responsibility are published in the Catalog:

1. To consult their advisers on all matters pertaining to their academic careers, including changes in their programs
2. To observe all regulations of their college and select courses according to the requirements of that college
3. To attend all meetings of each class in which they are enrolled (instructors will announce at the beginning of the semester if they consider attendance in computing final grades)
4. To fulfill all requirements for graduation
5. To be personally responsible for fulfilling all requirements and observing all regulations at Wichita State
6. To answer promptly to all written notices from advisers, faculty, deans and other University officers.
7. To file an Application for Degree card in the dean's office of the appropriate college at least one semester before the expected date of graduation.

Students should also comply with the principles in the following statement, which was adopted by the Student Senate, the Faculty Senate, and the Administrative Council of the University:

Wichita State University reaffirms the principle of intellectual freedom in scholarly activity for University students, and it recognizes the full citizenship rights of students in inquiry, discussion, and such actions as they may choose to take on public issues.

The rights and freedoms of students involve concomitant responsibilities. Incumbent on all students, as on all citizens, is the responsibility to observe the University's rules of orderly procedures and the laws of the larger community of which the University is a part. In the matter of actions on public issues, to speak one's opinion, to petition, to distribute literature, to peacefully assemble and hold meetings, to use the persuasion of ideas and other actions within the bounds of orderly and lawful procedures are sanctioned by the University. But infringement on the rights of others, acts or threats of violence to persons, destruction of property, disruption or other interference with the normal functioning of the University and its personnel, and other disorderly and unlawful acts will not be countenanced.

Within its sphere of responsibilities the University will afford students proper procedural safeguards to resolve matters in dispute. Those who willfully violate these University standards must expect to face disciplinary action on the part of the institution, which may include reprimand, probation, or suspension, consistent with campus provisions for due process.

5.062 / Statements on Academic Honesty

The following statements on academic honesty, including definitions of what constitute violations of classroom standards, are published in the Catalog:

Opportunities for learning at Wichita State University involve the students' rights to express their views and to take reasoned exception to the views of the faculty; to examine all questions felt to be appropriate to a course of study; to be protected from improper disclosure of their views and beliefs; to be examined in a fair and impartial manner; and to be treated with dignity and respect. Students are responsible, however, for learning the content of any course of study outlined by their instructors, regardless of any views or judgments privately held and for demonstrating their attainment in an honest manner.

Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the University. Violations of classroom standards include:

1. Cheating in any form, whether in formal examinations or elsewhere
2. Plagiarism, using the work of others as one's own without assigning proper credit to the source
3. Misrepresentation of any work done in the classroom or in preparation for class
4. Falsification, forgery or alteration of any documents pertaining to academic records
5. Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.

A standard of honesty, fairly applied to all students, is essential to a learning environment. Students violating such standards must accept the consequences, and penalties are assessed by appropriate classroom instructors or other designated persons. Serious cases may result in discipline at the college or university level and may result in suspension or dismissal. Students accused of abridging a standard of honesty may protect themselves through established academic appeal procedures and are assured of due process and the right of appeal from accusations or penalties felt to be unjust.

5.07 / Court of Student Academic Appeals

The Court of Student Academic Appeals was established in 1967 by vote of the University faculty to ensure academic due process for students who feel they have been treated unfairly in the classroom. The court's jurisdiction includes any disputes between students and faculty that cannot be settled within the framework of the student-faculty relationship, including unfairness in grading or in an instructor's charges of plagiarism, cheating, and similar offenses. The Court of Student Academic Appeals is composed of three tenured faculty members and two student members. Decisions of the court are final and carry the power to change a grade. The steps and procedures of the academic appeals process are set out in the Appendix.

5.08 / Student Record Policies

Under Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, students have a right to inspect and review many of their educational records, to challenge their accuracy, and, unless waived, a right of nondisclosure of records information to persons outside the University. The notice of such rights, and a more detailed statement of rights, is published in various University publications and in Section 5.081.

5.081 / Open Record Policy

Students are eligible to inspect and review any of their educational records maintained by the University. The University has 45 days to respond to individual requests, though in typical situations this should not be necessary. Students wishing to challenge the accuracy of their records are entitled to a hearing, upon written request, which will be arranged by the dean of the college in which they are enrolled. Students are also entitled to the names of persons from outside the University who request access to their records and the reasons for such requests. Requests from individuals within the University who, in the normal course of their duties do not have a reason for reviewing a student's educational record, will also be recorded. Information in a student's record other than Directory Information will not be released without a student's permission or unless the student has waived his/her right, in writing, in restricted situations. Exceptions to the statements above are noted in Public Law 93-380, a copy of which is available to students in the Office of the Vice President for Student Affairs.

Implications of Public Law 93-380 for faculty members include the following.

Any materials constituting a student's educational record (e.g., a faculty member's grade book) except notes made for a faculty member's own use, must be made available for inspection (with appropriate safeguards for the privacy of other students).
Unless a student signs a waiver, all letters of recommendation written for a student must be available to the student for inspection.

Faculty members may be unsure as to whether specific material is part of a student’s “educational record.” Questions relating to applicability of the act should be directed to the vice president for student affairs.

5.082 / Confidentiality of Student Records
The Family Educational Rights and Privacy Act of 1974 requires that no one outside the University shall have access to any information from a student’s education records without the prior written consent of the student, except to personnel within the University who have a legitimate educational interest, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons. Within the WSU community, only those persons acting in the student’s educational interest are allowed access to student education records. These persons include personnel in the Office of Admissions, Registrar’s Office, Controller’s Office, Digital Computing Center, Financial Aids Office, Library, Placement and Career Services, Cooperative Education Office, Planning and Institutional Research, Testing and Evaluation Center, college offices, and other administrative and academic personnel within the limitation of their need to know. In posting test grades, final grades, etc., student names should not be used. Student numbers are typically used.

5.09 / Handicapped Students — Academic Adjustments
Pursuant to the Vocational and Rehabilitation Act of 1973, Federal regulations have been adopted mandating that colleges and universities bring handicapped persons into the mainstream of college and university life. The University is required to make such modifications in its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of handicap. Areas in which academic adjustments may be necessary are identified below.

Academic Requirements. Changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

Other Rules. Elimination of any rules which have the effect of limiting participation of handicapped students, such as rules prohibiting use of tape recorders in classrooms.

Examinations. Alternative methods for evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills that will best assure that the results of evaluation represent the student’s achievement in the course, rather than reflecting the handicap.

The vice president for student affairs is the coordinator of the WSU compliance effort. The Handicapped Services office provides readers for the blind, test proctors, library and research assistants, typists, Braille transcribers and proofreaders, wheelchair pushers, and mobility and transfer aides. Auxiliary aids and materials available for student use include manual and electric Braille writers, slates and stylus, Speech Compressed Players, Talking Calculators, 18 point type musical scores, tactile maps, lap desks, mobility canes, transcribing papers, and wheelchairs for emergency use. With adequate lead time, textbooks can be provided on tape and/or in standard Braille. Contact the office for a detailed list of services and resources.

5.10 / Other Policies
5.101 / Teaching Loads
The standard teaching load normally shall be the equivalent of a 12-hour maximum, with no more than three different preparations.

5.102 / Student Access to Faculty — Office Hours
All members of the faculty shall file office hours with the dean of the college not later than the beginning of the second week of each semester. The schedule of office hours should be posted at the faculty member’s office and should be announced to each class. The office hours should be extensive enough to provide ample opportunity for scheduled and unscheduled conferences with students. Every reasonable effort should be made to maintain the office hours as scheduled and announced.

5.103 / Tornado Warning Policy
In the event of a tornado warning, indicating a tornado has been sighted and warning sirens are activated, instructors shall immediately dismiss classes. Occupants of each building should seek shelter in the area that has been determined to provide the best shelter. Signs are posted in each building during the normal tornado season identifying the location of tornado shelter areas.

5.104 / Inclement Weather Policy
In the event of inclement weather such as heavy snowfalls, ice storms, or other emergencies, the president of the University may decide to cancel classes. If classes are cancelled, University telephone operators, the University Police Department, and local news media will be promptly notified. The University radio station, KMUW, is the primary source of information to the faculty, students, and the public on the closing and reopening of the University.

5.105 / Honorary Degree Policy
Honorary degrees are awarded for notable accomplishment in academic, artistic, business, intellectual, or public service pursuits, or humanitarianism. The following titles are available for honorary awards: Doctor of Fine Arts, Doctor of Laws, Doctor of Humane Letters, Doctor of Literature, Doctor of Music, and Doctor of Science. The particular degree awarded is that most appropriate to the recipient’s achievements. It is a requirement of the award that the recipient be present in person at the occasion when the degree is to be conferred.

In each degree-granting college there is an Honorary Degree Committee of three senior faculty members, who receive recommendations for honorary degree awards from colleagues, the central administration, the Endowment Association, the Alumni Association, or any other agency of the University. Recommendations for the award of honorary degrees shall be accompanied by a statement of justification for the award and whatever documentation is appropriate.
Each college committee shall set its own standards for honorary degrees and whatever exclusions and guidelines it considers appropriate. All matters pertaining to the business of these committees shall be considered confidential.

The decisions of the college committees are forwarded to the University Honorary Degree Committee, which consists of the president of the University, the vice president for academic affairs, and the president of the Senate. This committee will make the final campus decisions about the awarding of honorary degrees.
Wichita State University’s current and future academic development and related research and sponsored program development depend extensively upon the University’s ability to respond to urban and regional needs for research, educational services, and other special programs. In recognition of this, the Office of Research and Sponsored Programs has been established as the University agent through which all proposals requesting funds for research and other sponsored programs are processed, negotiated, administered, and reported.

The Office of Research and Sponsored Programs provides advice and assistance to faculty members in preparing and submitting applications for research, training, and other grants and contracts. Specifically, the office has five areas of responsibility: (1) University liaison with outside funding agencies, (2) sponsored program information services, (3) coordination of preparation and submission of project proposals, (4) administration of grants and contracts, and (5) administrative services for the University Research Committee.

6.01 / University Liaison

The Office of Research and Sponsored Programs is the University agent through which local, state, and federal governmental units and other prospective funding agencies and organizations channel their requests for special assistance under grants and contracts. Further, it is the agent through which faculty coordinate their efforts in the development of research and other sponsored program proposals. The office assists faculty in making contacts with appropriate governmental, business, and foundation officials; works to stimulate the interests of these agencies in appropriate University programs whenever possible; and maintains communication between the faculty, University administration, and prospective funding agencies.

6.02 / Information Services

Through established contacts with governmental agencies, private foundations, and professional associations and through special periodicals, the Office of Research and Sponsored Programs maintains an extensive library of up-to-date information about funding sources. The office provides information to faculty members and administrators about (1) current sources of program support, both public and private, (2) project guidelines, (3) new programs and deadlines, (4) existing programs and funding trends, and (5) pending legislation of institutional interest.

The office also provides a clearing house of information on faculty interests and University programs and capabilities. Through the Office of Research and Sponsored Programs bulletin, descriptions and deadlines of upcoming programs supported by the government and other sponsors are published on a monthly basis. In addition, specific information is channeled to deans and department chairpersons. Faculty members desiring periodic information on particular programs or funding sources should make their general research or other program interest known to the office.

6.03 / Proposal Preparation and Follow-up

In most instances, University research and sponsored program proposals are initiated by faculty members who have specific program interests that require outside funding. This initial faculty interest, along with departmental and college support, is important to successful proposal development. In order to facilitate the preparation of such proposals, the Office of Research and Sponsored Programs assists faculty members in identifying specific funding agencies, provides appropriate guidelines and other program information, and, upon request, assists with the development of proposals. The office also reviews proposals for completeness and format, assists with budget preparation (including coordination of institutional cost-sharing and other commitments), and coordinates University review procedures (including obtaining the approval of department chairpersons and college deans, which are required prior to the submission of all proposals). After a proposal is submitted, the office monitors pending proposals, attempts to expedite their review and approval, keeps the Kansas congressional delegation informed on all proposals submitted to federal agencies, assists with obtaining reviews and evaluations of unaccepted proposals from the agency involved, and negotiates research and other sponsored program contracts, grants or other agreements on behalf of the institution.

Additionally the office explores faculty program interests with the appropriate government contacts in an effort to assist acceptable proposal development and provides general assistance to the University in the planning and development stages of new programs and facilities whenever outside funding is a consideration.

6.04 / Administration of Grants and Contracts

When a proposal is approved, any final negotiations of the grant or contractual arrangements are made by the director of the Office of Research and Sponsored Programs in consultation with the project director and department chairperson. After a grant or contract has been accepted by the University, the project director will be furnished with a copy
of the documents, including any related granting agency's fiscal and management policies under which the project must be managed. At this time all necessary administrative arrangements will be made enabling the project director to begin work without delay. While the University assumes certain legal responsibilities for externally funded projects, it is the policy of the University that the project director is fully responsible for the conduct of the project, including meeting completion deadlines and filing all required technical reports. It is assumed, further, that deans and department chairpersons will be kept informed of the progress of any outside funded projects conducted by their faculty.

In order to effectively manage a sponsored program, the project director must be cognizant of all applicable policies and procedures and give special attention to those grantor and University regulations pertaining to budgeting, purchasing, personnel (including affirmative action and civil rights compliance), travel, rights of human subjects, safety and security, accounting for cost-sharing, and patents and copyrights. Personnel in the Office of Research and Sponsored Programs can assist the project director in interpreting these agency and University regulations. Personnel in the office further assist the project director by establishing all necessary program budget accounts and preparing agency finance reports and billing. All program expenditures must be authorized by the project director and forwarded to the Office of Research and Sponsored Programs for processing. In addition to general University procedures, any special department or college policies affecting sponsored programs should be considered by the project director.

6.05 / University-Supported Research Grants

The University supports faculty research or scholarly work with resources made available for allocation through the University Research and Publication Committee, a committee of the University Senate that is chaired by the dean of Graduate Studies and Research. The committee is composed of faculty members representing each college, two members at large, and the director of the Office of Research and Sponsored Programs.

The research committee considers requests from University faculty members with academic rank of instructor or above for support of research or scholarly work in any field. Preference is given to (1) requests that enable a person of established ability to carry out a pilot project on which to base a proposal to a sponsoring agency for continued support, (2) scholarly projects expected to result in publication, (3) projects in areas where outside support is not available, (4) requests from young faculty members seeking an opportunity to demonstrate competence on which they can base future requests for research funds from outside sources, (5) participation in conferences, seminars, or other professional meetings, only when invitation results from past research and/or when attendance is determined to bring high prestige to the University and the individual, and (6) creation of works of art and their exhibit, only if new and pioneering techniques are involved.

The research committee meets in May and November of each year to consider faculty research grant requests. The deadline for receipt of proposals to be considered at the May meeting is the first Monday in April. Grants made at this time are effective from July 1 through June 30 of the next fiscal year. The deadline for the November meeting, which is held primarily to consider proposals from new faculty members, is the first Monday in October. November awards are made for a shorter grant period, lasting from December 1 through June 30 of the current fiscal year. Funding awarded cannot be carried over from one fiscal year to the next. Funds lapse on June 30 of the fiscal year for which an award is made.

All University-supported research projects are administered in accordance with established University fiscal procedures and research policies, including those relating to patents and human subjects. The Office of Research and Sponsored Programs provides necessary grant management assistance and related services for University research grant recipients.

6.06 / Direct and Indirect Costs

Costs involved in sponsored research, training, and service activities are grouped into two categories: direct and indirect. Direct costs are those attributable to the specific project. Those incurred for the general support and management of sponsored projects are indirect costs. At WSU, the indirect cost rate is established by negotiation with the Department of Health and Human Services annually based on research and training costs incurred by the University in the previous year.

Direct costs usually include costs of the following types: (1) the salaries and wages of persons employed on the research or training project, (2) personnel fringe benefits, such as FICA and retirement plan contributions, (3) consumable supplies needed for the project, (4) travel and communication charges incurred for the project, (5) the costs of equipment acquired for specific use in the project, and (6) computer time and necessary supporting services, calculated in accordance with an approved rate schedule for the facility concerned.

Indirect costs are usually divided into the following categories of supporting activities: (1) general administration and general expenses, such as accounting, payroll, administrative offices, etc., (2) sponsored project administration, including personnel and other costs of offices whose responsibility is the administration of sponsored projects, (3) such plant operation and maintenance as utilities, janitorial services, routine maintenance and repairs, etc., (4) library expenses, (5) departmental administration expenses, (6) depreciation or use allowance for buildings and equipment, excluding buildings and equipment paid for by the federal government, and (7) student administration and services.

6.07 / Cost-Sharing

Governmental agencies, businesses, and foundations seldom support 100 percent of a research grant or training program. Thus, in most cases, proposal budgets will have to include that part of the project which the University intends to support directly. Cost-sharing may range from about 5 percent to 50 percent of the total cost, depending upon the agency and type of program. Since institutional cost-sharing can include both cash and in-kind expenditures, the proposer should consult with his department chairperson and the director of the Office of Research and Sponsored Programs to determine appropriate types and amounts of the University's support.

6.08 / University Ownership

6.081 / Books and Materials

All books and materials purchased with grant or contract funds become the property of Wichita State University.
These items should be held by the project director during the operation of the project. At the conclusion of a project or if the project director leaves the University, all books and materials purchased with grant and contract funds must be transferred to either the appropriate academic department or to the University Library.

6.082 / Equipment

Any equipment items purchased or acquired during an externally-funded project must be inventoried as WSU property. In most cases, the equipment will become the property of WSU at the conclusion of the project, although some grants and contracts may include specific provision for the return of equipment to the granting agency. If grant or contract-acquired equipment becomes the property of the University, it is transferred to the inventory of the appropriate academic department and its use will be determined by the normal departmental procedures. If a faculty or staff member leaves the employment of WSU, no equipment may be taken from the campus without the prior approval of the vice president for business affairs.

6.09 / Patent Policy

A faculty member who believes that an invention resulting from a research project sponsored by the University should be patented shall present a letter to the director of Research and Sponsored Programs, who will transmit it to the University Research and Publication Committee, which will determine whether the University should prosecute a patent application.

If the research committee decides that the invention does not warrant patenting by the University, the inventor will be free to patent it. In such a case, the University does not relinquish its position that the results of the research should be freely available to the public.

6.10 / Copyright Procedures

When a product to be copyrighted is a result of partial or full support of any private or public agency through a grant or contract administered through the University Office of Research and Sponsored Programs, the following copyright procedures are to be used.

If a project funded partially or completely from contract, grant, or other outside sources produces a product where copyright is being considered, the director shall report this consideration to the director of the Office of Research and Sponsored Programs. This report is necessary for the following reasons: (1) The Office of Research and Sponsored Programs is the agent of the University that represents a sponsored project to a granting agency in all cases. It is this legal responsibility that results in this office's concern for seeing that both the outside agency and the person wishing to copyright are fairly represented. (2) Different agencies have different policies concerning copyrighting. The Office of Research and Sponsored Programs can provide necessary information concerning: (a) the differences between agencies with respect to their requirements, (b) information on contracts with publishers where copyrights are involved, and (c) information on copyrighting in general.

Therefore, before any copyright is applied for or before any contract is signed with a publisher that involves a product from a project supported in wholly or partially outside funds, a report must be made to the Office of Research and Sponsored Programs so that appropriate advice and assistance may be provided. Although the publication of journal articles or single chapters in books is exempt from the above reporting procedures, appropriate credit in all cases must always be given when any state, federal, or private funds have been involved.

6.11 / Policy on Research Involving Human Subjects

Upon the recommendation of the University Research and Publication Committee, the University Senate adopted general policies and procedures for the clearance of all research involving human subjects. These policies and procedures are consonant with those of the federal government and include research done by faculty and/or WSU students. The policies and procedures are aimed at safeguarding the rights and welfare of the subject, the investigator, and the University.

In general, "subjects at risk" are involved. This phrase is interpreted to mean "any individual who may be exposed to the possibility of injury, including physical, psychological, or social injury, as a consequence of participation as a subject in any research, development, or related activity which departs from the applications of those established and accepted methods necessary to meet his/her needs, or which increases the ordinary risks of daily life, including the recognized risks inherent in a chosen occupation or field of service."

Responsibility for review of all research involving human subjects has been placed with the Institutional Review Board with secretariat in the Office of Research and Sponsored Programs. Clearance of such research requires filing a protocol statement detailing the proposed research and subsequent review and action by the Institutional Review Board. Details concerning the format for the protocol statement and other matters pertaining to research involving human subjects, including classes exempt from review, may be obtained from the Office of Research and Sponsored Programs or the dean of graduate studies and research.

6.12 / Policy on Radiation Sources

The use of radioactive substances and radiation emitting equipment items, including their disposal, in various activities such as in teaching, research, or other services is regulated by specific state and federal laws. The control and monitoring of activity involving radioactive substances and radiation sources and disposal of radioactive waste at WSU is the responsibility of the University Radiation Safety and Hazardous Chemical Materials Committee and the University radiation safety officer. It is the responsibility of each faculty or staff member and each student using or disposing of such materials to comply with applicable regulations to report such activity to the University radiation safety officer and to cooperate with this officer in carrying out his/her duties related to monitoring and ensuring compliance with applicable regulations. Access to laboratories and other facilities to make tests and perform inspections is a necessary part of the WSU compliance program, as is maintenance of records of purchases, storage, and usage of radioactive chemicals and certain instruments. A program of periodic disposal of radioactive material or radiation-emitting instruments must be cleared with the University Radiation Safety and Hazardous Chemical Materials Committee.

Information concerning regulations governing acquisition, use, storage, and disposal of radioactive material and radiation-emitting instruments can be obtained from the University Radiation Safety and Hazardous Chemical Materials Committee, the Office of Research and Sponsored Programs, or the dean of graduate studies and research.
6.13 / Policy on Hazardous Chemical Materials

The use of certain hazardous materials, including their disposal, in various activities such as teaching, research, or other services is regulated by federal and state laws. The control and monitoring of activity involving hazardous materials and disposal of hazardous waste at WSU is the responsibility of the University Radiation Safety and Hazardous Chemical Materials Committee and the University hazardous chemical materials officer. It is the responsibility of each faculty or staff member and each student using or disposing of such materials to comply with applicable regulations, to report such activity to the University hazardous chemical materials officer, and to cooperate with this officer in carrying out his/her duties related to monitoring and ensuring compliance with applicable regulation. Access to laboratories and other facilities to make tests and perform inspections is a necessary part of the WSU compliance program, as is the maintenance of records of purchases, storage, and usage of certain hazardous chemicals. A program for periodic disposal of hazardous chemical waste is also available. Acceptance of any gifts of materials classed inordinately hazardous must be cleared with the University Radiation Safety and Hazardous Chemical Materials Committee.

Information concerning regulations governing hazardous material acquisition, use, storage, and disposal may be obtained from the University hazardous chemical materials officer, the University Radiation Safety and Hazardous Chemical Materials Committee, the Office of Research and Sponsored Programs, or the dean of graduate studies and research.

6.14 / Policy on Animal Care

The use of cats, dogs, guinea pigs, hamsters, rabbits, nonhuman primates, and certain other warm-blooded animals other than humans in all activities under the purview of WSU faculty, staff members, or students is to be carried out in compliance with the federal Animal Welfare Act, as amended. A University Animal Use Committee has been designated to review the use of animals in experimentation or teaching and to certify compliance with appropriate regulations to the Department of Agriculture and other agencies. Information concerning the appropriate animal care regulations can be obtained from the Office of Research and Sponsored Programs.
Chapter 7 / University Services and Miscellaneous Information

A / UNIVERSITY SERVICES

7.01 / Library Services

7.011 / Computer Searching
For a nominal fee, reference librarians will search machine readable bibliographic data bases to produce customized bibliographies.

7.012 / Faculty Carrels
Carrels are available to faculty engaged in research requiring heavy use of library resources. Carrels are assigned each semester (fall, spring, and summer). Application forms may be obtained at the Circulation Desk.

7.013 / Interlibrary Loan
Research materials not available at WSU may be requested through interlibrary loan. Requests must be made on official interlibrary loan request forms, available in the Interlibrary Loan Office (Library Room 132 or ext. 3591) or at the Reference Desk.

7.014 / Library Purchases
Materials (including books, periodicals, documents, research reports, microforms, films, maps, and recordings) needed for teaching and research may be recommended for purchase at any time. Requests should be forwarded to the librarian serving as liaison to your department or to the coordinator of collection development (ext. 3589). Receipt of items usually takes at least four weeks.

7.015 / Reference Services
Help in finding information and facilitating access to the materials in the collections of the library or the Media Resources Center is available at the Reference Desk.

7.016 / Library Hours
Information about library hours can be obtained by calling ext. 3481.

7.02 / Media Resources Center
The Media Resources Center (MRC) provides a wide range of instructional and communications support services for WSU faculty. The center schedules media equipment and personnel to support instruction and faculty presentations. Instructors have access to over 400 titles in the MRC's film and video collection. The MRC will also locate and obtain films from other film libraries.

The center provides professional photographic services, including studio and location photography and on-campus color and black and white darkroom services. The MRC's graphic production unit also designs and produces graphic media.

Television resources include a studio, production van, and videotape editing facilities. The University's cable television station, WSU 13, is programmed and operated through the Media Resources Center.

7.03 / Cable Television
Wichita State University operates channel 13 on the Wichita cablevision system. WSU 13 broadcasts adult-oriented, educational, cultural, and community service programming to more than 60,000 homes in Sedgwick County.

Channel 13 produces programs featuring WSU faculty, distinguished guest speakers, fine arts performances and other campus events as well as courses for credit offered in cooperation with University departments. Channel 13 also offers employment opportunities for communications students. WSU 13 is affiliated with the Appalachian Community Service Network.

7.04 / Campus Activities Center and Bookstore
The Campus Activities Center (CAC) is the community center for Wichita State University. It has five food service areas, a recreation area that includes bowling and billiards, a movie theater, student offices, and meeting rooms. The CAC Bookstore stocks textbooks, trade books, supplies, and gifts and provides a check cashing service.

7.05 / Campus Credit Union
The Campus Credit Union, a member-owned and -controlled cooperative, offers a complete range of financial services, including loans, savings and checking accounts, IRA
accounts, traveler's checks, notary service, payroll deduction, and consumer information.

7.06 / Counseling Center
The Wichita State University Counseling Center provides a complete range of psychological services to the University community, including individual psychotherapy, marital counseling, family counseling, and career testing and planning. In addition, the center frequently offers group experiences in such topics as assertiveness training, dealing with divorce, and parenting.

7.07 / KM UW Radio
KM UW radio, 89.1 FM, is licensed to Wichita State University as a noncommercial radio station. KM UW has a dual purpose: to train WSU students in broadcasting and to provide the community with programming that entertains, educates, and informs. The station also promotes and broadcasts WSU events of special interest to the community.

7.08 / Learning Resource Center
The Learning Resource Center is an academic support service unit affiliated with University College and the Division of Student Affairs. Courses, labs, and tutoring are offered to all University students in reading, writing, listening and note-taking, math, and other academic areas. Courses require regular tuition and fees; most labs and tutoring are free. Faculty are encouraged to refer students whose general study skills are deficient.

7.09 / Multipurpose Complex
Wichita State's new $10 million Multipurpose Complex contains 166,000 square feet of usable space and is scheduled to open in the spring of 1983. It is designed to provide an extensive campus recreation program. The Multipurpose Complex activity areas consist of a weight room, a combatives room, a 25 meter indoor swimming pool with separate diving well, a 200 meter indoor track that surrounds five multi-purpose courts, and eight handball/racquetball courts. The outdoor area contains a six-court tennis complex and four large play fields.

Multipurpose Complex fees assessed to WSU students, faculty, staff, spouses, and families will entitle the participants to use the facility and services during scheduled hours.

The Department of Campus Recreation will be located within the Multipurpose Complex. The campus recreation staff is charged with providing a wide variety of recreational and sports programs to meet the needs and interests of WSU students, faculty, and staff. These programs include open recreation, intramurals, sports clubs, aquatics, outdoor recreation, and special programs.

7.10 / Ulrich Museum of Art
The Edwin A. Ulrich Museum of Art exhibits selections from the best in art from the U.S. and abroad. In addition, the museum's noteworthy permanent collection now comprises over 6,000 paintings and prints. The outdoor sculpture program includes almost 40 works located around the campus. Among the artists represented are Alexander Calder, Barbara Hepworth, Joan Miró, Louise Nevelson, Theodore Roszak, Ernest Trova, and Henry Moore.

B / MISCELLANEOUS INFORMATION

7.11 / Smoking and Alcohol Policies

7.111 / Smoking Regulations
Smoking is prohibited in areas of campus buildings where "no smoking" signs are posted. In addition, smoking is not permitted in classrooms during day or evening classes. Certain seminar rooms are exceptions to the rule, provided that no member of the seminar voices objection and provided that adequate ashtrays are available and used. The cooperation of all faculty members is requested in enforcing this policy.

7.112 / Liquor Regulations
Kansas law (K.S.A. 41-719) provides that it shall be unlawful for any person to drink or consume alcoholic liquor upon property owned by the state or any governmental subdivision thereof or inside vehicles while upon the public streets, alleys, roads or highways. The prohibition does not cover consumption of cereal malt beverage (3.2 percent beer) on state property.

7.113 / Cereal Malt Beverage (Beer) Policy
The Kansas Board of Regents has delegated to the University the regulation of the sale and consumption of cereal malt beverage (3.2 percent beer) on campus. In general, University policy permits beer to be sold only by the Campus Activity Center (CAC) and consumed only in designated areas of the CAC and residence halls. For further details, contact the dean of student life and services.

7.12 / Official Hospitality
All state funds for departmental use for "official hospitality" are centralized in an account administered by the vice president for academic affairs. This account provides entertainment and hospitality for official guests of the University. State regulations prohibit the use of official hospitality funds for entertaining members of state boards or commissions, state officers or employees, students or prospective students and their parents, except when any of the foregoing are conducted with University members as official hosts or when state officers or employees because of their particular expertise, knowledge, or background attend a function of another state agency. University personnel acting as official hosts should be limited to a number absolutely essential to complement the event.

The Office of the Vice President for Academic Affairs will supply the appropriate forms for requesting expenditures for official hospitality. Such requests should be presented for authorization at least one week prior to the proposed function.
Appendixes /
University Policies, Procedures, and Documents

A. Chairperson Policies and Procedures
B. University Senate Constitution
C. University Senate Committee Structure
D. Tenure, Promotion, and Appeals Procedures
E. University Guidelines — Sabbatical Leaves
F. Grievance Procedures
G. Student Bill of Rights
H. Procedures of the Court of Student Academic Appeals
I. Human Relations and Affirmative Action Program
J. Sexual Harassment of Students Policy
K. Policy on Preventing Conflicts of Interest
L. Policies and Procedures for the Reduction of Unclassified Staff for Budgetary Reasons
M. Public Employee Relations Board Unit Determination
Decision
APPENDIX A

Chairperson Policies and Procedures

1. Title of the Office
The term “chairperson” (chairman or chairwoman) as opposed to “head” is used herein to suggest consultative and open administrative procedures.

2. Role of the Chairperson
Appropriate functions of the chairperson include the following duties:

Academic Leadership — To inspire and to facilitate departmental staff action that identifies and moves effectively toward the realization of goals of the department.

To create and maintain an environment conducive to continuous departmental development by employing carefully considered and highly selective recruitment practices and by encouraging and facilitating professional growth in all members of the staff.

Representation — To represent to appropriate groups beyond the departmental staff, such as students, college administration, university administration, and the general public, the academic, professional, and economic needs and interests of the department and its staff.

To represent to the staff the interests of identified relevant groups beyond the departmental staff, such as university administration, college administration, students, the academic discipline, and the general public.

Budget — To act on all budgetary matters of the department in consultation with representative staff and the dean.

Personnel — To act on personnel problems of the department, and, in consultation with representative staff, to make decisions on or transmit to the dean recommendations regarding:

a. assignment of staff
b. evaluation of staff
c. level and equity of financial reward
d. tenure
e. promotion
f. nonrenewal of employment.

The role of the chairperson is important to the well-being, morale, and development of the professional staff and to the operation of the University. The departmental staff, the dean, the academic vice president, and the president all share an interest in developing and following procedures to facilitate the selection of chairpersons who will foster the highest standards of professional performance, or, when necessary, infuse new life into a department.

Thus, the committee recommends that the following procedures be utilized in the selection, appointment, and evaluation of chairpersons.

3. Term of the Chairperson
The term of the chairperson shall be set by a majority vote of the departmental electorate at not less than three years nor more than five years. The chairperson may serve more than one successive term on the vote of a majority of the departmental electorate.

A chairperson shall have the prerogative of resigning the office at any time, with reasonable notice.

The departmental electorate may, by a petition signed by a majority of the departmental electorate, assign the function of nominating a slate of candidate(s) for chairperson to a committee of its choosing. In the final choice of a nominee or nominees, the total electorate shall be accorded the right to vote under University Senate rules.

4. Electorate
The electorate for nominating a department chairperson shall as a minimum include all full-time professors, associate professors, assistant professors, and tenured instructors, at least 50 percent of each of whose university duties are rendered within the department. This group may, by majority vote, establish a policy the extension of the electorate to (but no farther than) all those in the department disenfranchised to vote under University Senate rules.

The electorate defined above may, by majority vote, assign the function of nominating a slate of candidate(s) for chairperson to a committee of its choosing. In the final choice of a nominee or nominees, the total electorate shall be accorded the right to vote.

Under no circumstances shall a faculty member who has tendered his or her resignation or is serving in the last year of a terminal appointment be accorded the right to vote on nominees for chairperson.

The dean shall ensure that the electorate is convened only after due notice.

On convening, the electorate shall choose a presiding officer to serve until the selection of a chairperson is completed.

5. Eligibility for Chairperson
No eligibility requirements as to age or length of university service are recommended.

In no instance may a nominee for the position of chairperson be of a rank less than assistant professor, but the electorate may by majority vote establish a policy further limiting eligibility requirements.

6. Impasses
In the event of an impasse between the dean and the departmental electorate over the selection or removal of a chairperson, the dean shall meet with the entire departmental electorate, give reasons for and discuss his or her position regarding the decision and respond to removal is considered, the chairperson shall be accorded an opportunity for a full hearing, before the electorate and the dean, on his or her alleged shortcomings and have opportunity to respond.

A majority vote of the department electorate is required to support removal from office. If an agreement cannot be reached, procedures stated under “IMPASSES” below shall be followed.

Nothing in this document shall preclude the president of the University from removing a chairperson from the position and/or appointing an interim chairperson if the president is convinced, beyond reasonable doubt, that the integrity of the University and its effective functioning requires such action and if the president has explored the situation, insofar as time permits, with faculty members and the chairperson of the department involved, and with the dean and appropriate committees of the college in which the department is housed. In keeping with the consultative spirit of this document, it is recommended that in reaching such decisions the president also seek the advice, insofar as practicable, of representatives of faculty and administration.

In the event of termination of a chairperson (due to completion of the term of office, resignation, or removal), he or she shall be accorded the same professional rights as any other faculty member of like academic status.

If it is necessary to appoint an acting or interim chairperson for longer than one semester, the dean shall make the appointment, except that on petition of a majority of the departmental electorate, he or she shall institute the same selection procedure as is used in naming a chairperson for a full term. If the appointment of an interim or acting chairperson is for a semester or less or for serving for a chairperson who will return to his or her position, the dean and the regular chairperson shall decide on the interim appointee.
questions and discussion from the faculty. An attempt shall be made to find a mutually acceptable solution.

Failing a solution, the departmental electorate shall proceed through the nomination procedure a second time and make a nomination or nominations to the dean.

If an impasse persists, the issue shall be submitted for fact finding and mediation to an ad hoc committee of five persons. This committee shall consist of one person named by the dean, one person named by the departmental electorate, and three persons named from the full-time teaching faculty of WSU, by the two previously appointed representative members. If the fact-finding and mediation activities of the committee do not resolve the impasse, the committee will transmit its findings of fact and its recommendations, which shall be made public, to the dean, to the president, and academic vice president for their action. In addition, a vote by secret ballot shall be conducted among the department electorate to determine the number that support or oppose the recommendation of the dean. The record of this vote shall accompany the recommendation. Any member or group of the electorate shall be accorded the opportunity to make a statement in writing, supporting or opposing the recommendation, to the vice president for academic affairs.

7. Evaluation of the Chairperson

There shall be an annual, anonymous, written evaluation of the performance of chairpersons by the electorate of the department as previously defined.

The evaluation instrument shall include questions submitted by the dean, by the chairperson, and by representatives chosen by the departmental electorate from its membership.

The results of the evaluation shall be available to the dean and to the chairperson; on the initiative of the chairperson, the results may be made available to others whom he or she designates.

8. Appointment Procedures

The electorate of a department recommends a nominee to the dean of the college. The dean, with the concurrence of the vice president for academic affairs, unless there is an impasse, may proceed to appoint the individual as chairperson of the department.

9. Addenda, Exceptions, and Implementation

Addenda — In all votes provided for under the above procedures, measures shall be taken to ensure the anonymity of every voter.

In the event that a new department is created and has no staff, the dean shall have the prerogative of appointing the initial chairperson for a term not to exceed three years.

In the departments with an electorate of five persons or fewer, departures from the stated procedure may be made. In such instances the dean shall utilize methods that conform to the spirit of democratic and consultative procedures implicit herein.

Implementation — All provisions stated herein shall be in full force and effect upon approval by the University faculty.

Exceptions — The only exceptions that may be made to any of the above provisions shall be in the departments of Army and Air Force R.O.T.C., which are under established military regulations of the U.S. government.
APPENDIX B

University Senate Constitution

The full text of the Constitution of the University Senate, as amended through June 1, 1982, follows.

ARTICLE I
Selection and Composition

Section 1. It shall be composed of the president, the academic vice president, and the vice president for student affairs, as ex officio members; elected members of the instructional staff as described under paragraphs (a), (b), and (c) below; and students as described under paragraph (d) below.

(a) For purposes of representation the University faculty and administration are divided into the following divisions: business administration, education, engineering, fine arts, health related professions, the three divisions of Fairmount College (humanities, social sciences, mathematics and natural sciences), University administration, and academic services. The Senate representation of each of these divisions is to be determined in accordance with the following formula: When the number of members of a division falls between 2 and 25, it is to have two representatives; between 26 and 50, three representatives; between 51 and 100, four; between 101 and 150, five; between 151 and 200, six; and so on. The number of members of each division at the time of the Senate election will determine the number of representatives for any given year. It is the responsibility of the Senate Rules Committee, in consultation with appropriate administrative officials, to determine the number of representatives from each division, prior to the election.

The divisions defined above shall include all faculty assigned to those units on a half time or greater basis. The administrative category shall include all those persons who hold the title vice president, assistant vice president, dean, associate dean, assistant dean, director of libraries, director of the computer center, director of planning, registrar, and director of admissions. The academic services category includes those persons holding faculty appointment with the rank of instructor or higher, not otherwise included in any other category.

(b) No more than two members of any one department may be elected in any of the categories described in (a) above.

(c) Six members at large, but not more than four from any one college and not more than two from any one department may be elected. This regulation is not intended to preclude the election of members of each school, division, and group mentioned in Article I, section 1, paragraphs a and b, to the Senate membership representing each such school, division, or group. The need for run-off elections will be determined by the Senate Rules Committee.

(d) There shall be eight student representatives who shall be the president of the Student Government Association and seven other students designated by the SGA.

Section 2. To be eligible for election, a person must be a full-time member of the faculty or must hold a fractional time appointment of .5 or more, and hold the rank of instructor, assistant professor, associate professor, or professor. The electorate for faculty members shall consist of the faculty eligible for elections.

Section 3. Elections shall be held annually to replace one-half the membership of the Senate. The Senate shall cause one-half the representatives of each area to be replaced at each regular election. With regard to members at large, the Senate shall cause three members to be elected each year.

Section 4. Regular election to the Senate shall be for a term of two years.

Section 5. During the spring semester of each academic year, the Senate Rules Committee shall circulate to each eligible faculty member a list of those ineligible for Senate election by reason of continuing Senate membership and solicit nominations for senators at large. The Rules Committee will conduct an election to fill the senator-at-large positions by distributing ballots showing those persons nominated.

Section 6. Each year, subsequent to the at-large election described in Section 5 above, the Rules Committee will distribute to the members of each school, division, and group mentioned in Article I, section 1, paragraphs a and b, a list of its members ineligible for Senate election by reason of continuing Senate membership or election as senator at large. Nominations for senator from each such constituency will be solicited and the Rules Committee will distribute ballots to the members of each school, division, and group listing those persons nominated for Senate membership representing each such school, division, or group. The need for run-off elections will be determined by the Rules Committee.

Section 7. Terms of elected members will be normal academic years.

Section 8. Senate members elected in the spring semester shall take office June 1, except that the newly elected members of the Senate, and those members of the Senate with one year remaining in their terms, shall meet in May for the sole purpose of electing Senate officers for the forthcoming year.

Section 9. If a senator leaves the division from which elected, the member will be considered to have resigned. However, the term may be completed if the change occurs during the spring semester of the last year of the member's term.

Section 10. The Agenda Committee of the University Senate has the responsibility of consulting with any senator who has a poor record of attendance at Senate meetings. After consultation with the senate, the Agenda Committee can recommend to the Senate dismissal of the senator. The senator in question can then be dismissed by a two-thirds vote of the Senate.

ARTICLE II
Organization of the Senate

Section 1. The Senate shall elect its own president-elect, vice president, and secretary from among its membership. Following one year as president-elect this officer becomes president of the Senate. (At the May, 1973, meeting of the Senate at which officers were elected, both a president and president-elect were elected.) Each officer must represent a separate college or division of the University.

Section 2. Meetings shall be held no less than twice a semester, the time and place being set by the group.

Section 3. Vacancies on the Senate shall be filled by vote of the Senate for unexpired terms with the provision that the selected member shall be of the proper group.

Section 4. The Senate shall determine its own rules of procedure including time and place of meetings and the form of reports.

ARTICLE III

Section 1. The president of the Senate will consult with the president of the University as to the need for faculty meetings and as to appropriate times for such meetings.

Section 2. The Senate may deliberate and recommend on all
matters committed to the faculty and on any matter of an internal faculty nature.

Section 3. The standing committees of the faculty shall report, in the form of their minutes, to the Senate which will refer necessary matters to the faculty for action.

Section 4. The Senate shall create and delete faculty standing committees and shall select their membership. Senate actions under the authority of the section shall be final, unless appealed by one member of the Senate to the University faculty.

Section 5. The Senate may recommend to the faculty the changing of rules of procedure of the faculty.

Section 6. The Senate shall make an annual report to the faculty and administration.

ARTICLE IV
Initial Procedures

Section 1. The president of the University shall appoint an election committee to prepare lists and ballots and certify election. In case of ties this committee shall determine winners by lot.

Section 2. The initial designation of one- and two-year terms shall be determined in each category by this committee by lot, that of the representative of the unassigned faculty being for two years.

Section 3. Initially, members shall take office upon election.

Section 4. Within four academic weeks after completion of the initial election, the president shall call an organizational meeting of the Senate, presided over by a temporary chairman who shall be determined by lot by the election committee.

ARTICLE V
Amendments

Section 1. An amendment to this instrument can be proposed by any member of the Senate or by any faculty member. If proposed by no fewer than 12 faculty members, the Agenda Committee must place the proposed amendment on the agenda of one of the next two Senate meetings.

Section 2. If the Senate approves the amendment, it shall be placed on the agenda of the next faculty meeting. If the amendment was proposed by a member of the Senate or by a Senate committee, a negative Senate vote is final. If, however, the amendment was proposed by no fewer than 12 faculty members, the proposed amendment together with the Senate recommendation shall be placed on the agenda of the next faculty meeting, even if the Senate vote is negative.

Definition of Terms

Academic year or week: The academic year is that period of the calendar year in which the University is in session exclusive of the Summer Session. An academic week is any week of the academic year.

Committee: Committee refers solely to committees of the University faculty as a whole.

Faculty: Faculty refers to the University faculty as a whole.

Senate: Senate refers to the University Senate created by this constitution.
APPENDIX C

University Senate Committee Structure

Policy Committees of the University Senate

Standard Composition: The standard composition of policy committees includes ten members representing the following categories: administration, business administration, education, engineering, fine arts, health related professions, humanities, natural sciences, social sciences, and unassigned faculty. In addition, each committee has certain designated ex-officio members and a designated number of student members, all with full privileges unless stated to the contrary.

Standard Selection Procedures: Faculty members representing the categories stipulated under "standard composition" are selected in accordance with a procedure that involves: (1) utilization of a Committee Preference Form distributed to all faculty members; (2) a college or divisional recommendation of two candidates for each vacancy (made by the dean in consultation with at least two senators from that category); (3) nominations by the Committee on Committees subject to Senate review. The Committee on Committees may make nominations at variance with the college or divisional recommendations for purposes of continuity, special competence, and in accordance with the letter and spirit of the Affirmative Action Program.

Membership Limitation: One person is limited to membership on one policy committee. Ex-officio memberships are excluded from this stipulation.

Membership Terms and Selection of Chairpersons: Faculty members serve staggered terms of three years, and student members terms of one year. Chairpersons are elected by the memberships in April or May after vacancies have been filled and serve for the following academic year.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Composition</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standards and Practices Committee</td>
<td>16 members: (10) Standard composition (2) Students (4) Ex-officio: chairperson of admissions and exceptions; chairperson of curriculum and academic planning; director of testing; registrar</td>
<td>Reviews the University's academic standards and practices, recommending changes in policy to the Senate; interprets and resolves disputes over policy; supervises advanced standing and credit-by-examination policies.</td>
</tr>
<tr>
<td>Admissions and Exceptions Committee</td>
<td>14 members: (10) Standard composition (2) Students (2) Ex-officio: director of admissions or director's representative; dean of University College and Continuing Education Services or dean's representative</td>
<td>Concerned with policies and related procedures regarding admission and exceptions to existing University rules; considers applications for admission of students who do not meet University standards and requests for exceptions to existing rules.</td>
</tr>
<tr>
<td>Advisory and Appeals Committee for Retrenchment</td>
<td>9 members: (7) Chairpersons of each college advisory and appeals committee for retrenchment (1) Ex-officio: University affirmative action officer (nonvoting)</td>
<td>Upon declaration of a state of financial exigency and announcement of it by the president to the deans and the committee, functions include: review of proposed program of retrenchment to see that it conforms with the Policies and Procedures for Reduction of Unclassified Staff for Budgeting Reasons document and recommendation of changes; hears appeals from any member of the central administrative staff designated for termination; hears appeals from any college based on programmatic impact of decisions made in other colleges.</td>
</tr>
<tr>
<td>Community Education Committee</td>
<td>10 members: (7) Faculty: one from each degree-granting college and one from academic services (2) Students (1) Ex-officio: dean of continuing education</td>
<td>Advises administrators and/or standing committees and recommends policies with respect to outreach and continuing education programs.</td>
</tr>
<tr>
<td>Curriculum and Academic Planning Committee</td>
<td>18 members: (10) Standard composition (2) Students (6) Ex-officio: one from each college curriculum and academic planning committee</td>
<td>Concerned with policies and related procedures regarding curriculum changes that affect more than one college; reviews new program proposals and proposed General Studies courses</td>
</tr>
<tr>
<td>Honors Committee</td>
<td>13 members: (10) Standard composition (2) Students (1) Ex-officio: honors program director</td>
<td>Concerned with policies and related procedures affecting the Emory Lindquist Honors Program for the academically talented student; considers applications for independent study leading to a degree with departmental honors.</td>
</tr>
</tbody>
</table>
Committee | Composition | Charge
---|---|---
**Library Committee** | 16 members:  
(10) Standard composition  
(2) Students  
(4) Ex-officio: dean of library/media resources center; associate dean for library services; associate dean for media resources center; chairperson of the library appeals committee (nonvoting) | Concerned with policies and related procedures affecting the operations of the University Library as it serves students, faculty, and the public at large

**Scholarship and Student Aid Committee** | 15 members:  
(10) Standard composition  
(2) Students  
(3) Ex-officio: director of admissions or director's representative, director of financial aids; associate director, work study, loans, and grants | Concerned with policies and related procedures for awarding institutional financial aid; reviews actions of the financial aids office; establishes procedures for selecting recipients of major scholarships and terminating scholarships; acts as an appeals board for students whose scholarships have been terminated

**Tenure, Promotion, and Academic Freedom Committee** | 12 members:  
(7) Chairpersons of tenure and promotion committees in degree-granting colleges* and the library/media resources center  
(2) Faculty-at-large†  
(1) Student  
(2) Ex-officio: vice president for academic affairs (nonvoting) and dean of graduate studies and research | Makes recommendations concerning University-wide policies and procedures for awarding tenure and promotion, including: tenure and promotion calendar, format for documentation, transmittal, reporting and appeals procedures; identifies each year those faculty members for whom tenure decisions must be made before reappointment; reviews tenure and promotion cases in accordance with procedures defined in the Tenure, Promotion and Appeals Procedure document approved by the University faculty on October 4, 1982; reviews each year the University guidelines in light of the guidelines of the various colleges

**Traffic Committee** | 17 members:  
(10) Standard composition  
(2) Students  
(2) Classified personnel  
(3) Ex-officio: police chief, secretary of security, chairperson of the traffic court (nonvoting) | Concerned with policies and related procedures regarding campus traffic flow and parking; determines and reviews traffic regulations, violation and fee schedules, and appeal procedures

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*Chairperson members are chosen according to procedures established in their respective colleges and serve for two years.

†Faculty-at-large members are selected according to standard procedures, providing one always must be from the unassigned faculty. Faculty-at-large members serve for three years.

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**Technical and Advisory Committees of the University Senate**

**Standard Composition:** Unlike policy committees, which are invariably representative of standard faculty groups, these committees have members who represent specialized interests and backgrounds and generally have appointive chairpersons. Where standard composition is indicated, the committee includes a faculty representative from each of seven categories: business administration, education, engineering, fine arts, health related professions, liberal arts, and unassigned faculty. Designated ex-officio members, alternate members, and student members have full privileges unless stated to the contrary.

**Standard Selection Procedures:** Unless otherwise specified for a given committee, the procedures for selecting faculty representatives is the same as for policy committees.

**Membership Limitation:** One person is limited to membership on one policy committee and one technical and advisory committee, or two technical and advisory committees. Ex-officio memberships are excluded from this stipulation.

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**Committee** | **Composition** | **Charge**
---|---|---
**Agenda Committee** | 7 members:  
(4) Ex-officio: president, vice president, president-elect, and secretary of the Senate  
(1) Senator appointed by president of the Senate  
(2) Senators appointed by the Senate | Schedules items for consideration by the Senate.

**Committee on Committees** | Membership variable:  
(3) Ex-officio: vice president of the Senate, chairperson; president of the Senate; vice president for academic affairs; chairpersons of policy committees  
(2) Students | Screens and nominates candidates for standing committees of the Senate; investigates and mediates disputes concerning functions and jurisdictions of standing committees; recommends creation and deletion of standing committees; provides liaison between standing committees and the Senate
Committee | Composition | Charge
--- | --- | ---
Court of Student Academic Appeals | 5 members and 7 alternates:<br> (3) Faculty and three alternates; nominated by the Committee on Committees from tenured faculty (excluding deans and department chairpersons, with no more than one justice from any category) and ratified by the Senate<br> (2) Students and 4 alternates | Makes the final decision in cases appealed to it regarding students' requests for a change of grade or other matters regarding academic requirements that they can challenge
Faculty Committee on Athletics | 12 members:<br> (10) Faculty: 1 from each of the degree-granting colleges except 3 from liberal arts, 1 from academic services, and 1 from administration (all nominated in consultation with the president of the University)<br> (2) Ex-officio: faculty representative for athletics, chairperson; business manager of the University | Advises the director of athletics. Its members, including ex-officio members, constitute the faculty representatives to the Intercollegiate Athletic Association, Inc.
Faculty Handbook Committee | 4 members:<br> (3) Faculty: nominated by the Committee on Committees and subject to Senate ratification, with no more than one member from a division<br> (1) Ex-officio: vice president for academic affairs or his/her designee, who shall serve as secretary to the committee | Responsible for continuously updating the University Handbook for Faculty to reflect changes in university structure, policy, procedures, and other pertinent changes
Faculty Welfare Committee | 8 members:<br> (7) Standard composition<br> (1) Administrator appointed by the president of the University | Considers such matters as salary, retirement, insurance programs and benefits, and other items related to faculty welfare, and makes recommendations to appropriate faculty and administrative persons
Library Appeals Committee | 5 members and 2 alternates:<br> (2) Faculty and 1 alternate nominated by the Committee on Committees from tenured faculty and ratified by the Senate<br> (1) Administrator selected by the president of the University and confirmed by the Senate<br> (2) Students and 1 alternate | Hears all appeals by students, faculty, and staff arising from library loan policies
Research Committee | 11 members:<br> (7) Faculty: nominated by the dean of graduate studies and research from members in full standing on the graduate faculty according to the standard faculty categories, subject to approval by the Committee on Committees and Senate ratification<br> (2) Faculty-at-large: members in full standing of the graduate faculty appointed by the dean of graduate studies and research<br> (2) Ex-officio: dean of graduate studies and research, chairperson; director of the Office of Research and Sponsored Programs | Reviews and acts upon requests for institutional support of individual, departmental, and college research proposals and allocates resources available for this purpose; assists the chairperson in consideration of overall institutional policy governing the award criteria and management of University research grants, including supervision of policies relating to the rights of human subjects, patents, and publications
Rules Committee | 10 members:<br> (7) Standard composition<br> (2) Students<br> (1) Ex-officio: president-elect of the Senate, chairperson | Recommends changes in Senate rules, updates the Senate Constitution document, reviews and recommends changes in faculty rules of procedure, acts as the Senate Election Commission, and hears appeals of disputes involving rules of the Senate
Sabbatical Leave Review Committee | 7 members:<br> (4) Faculty nominated by Committee on Committees and ratified by the Senate<br> (3) Administrators selected by the vice president for academic affairs | Reviews applications for sabbatical leave and forwards recommendations on the applications to the vice president for academic affairs. Reviews guidelines on sabbatical leaves and makes recommendations for changes to the vice president for academic affairs
University Traffic Court | 10 members:<br> (3) Faculty: chosen on a rotating basis from among the colleges with no two members from the same college<br> (4) Students<br> (2) Staff: appointed by the Personnel Relations Committee<br> (1) Ex-officio: chairperson of the Traffic Committee (nonvoting) | Makes decisions on appeals from citations for violation of campus traffic and parking regulations
Tenure, Promotion, and Appeals Procedures

Statement Regarding Tenure and Promotion

Acting under the provisions of the Kansas Board of Regents' policy on tenure and promotion, the University may recommend to the Board that tenure or promotion be awarded to faculty members based on demonstrated excellence in scholarship, teaching, and community and professional service. The granting of tenure or promotion is at the initiative of the University and is based on sustained achievements demonstrating that the faculty member meets the qualitative standards of the appropriate discipline and the requirements of the University. Tenure or promotion is not acquired simply by meeting assigned duties with a record free of deficiencies.

Tenure or promotion is conferred on the basis of the qualifications of the individual, the objectives and needs of the University's academic programs, and the resources of the University as these are determined by faculty committees and administrative review at departmental, college, and University levels.

Process of Review for Tenure and Promotion

Any faculty member may nominate himself or herself for review for tenure or promotion. Nominations may also be made by the chairperson. For faculty members with probationary appointments, review for tenure must occur during or before the year prior to the last year of the probationary period. No review for tenure will occur during the last year of a faculty member's probationary period.

The process of review for tenure and promotion involves these steps:

1. Nomination for review.
2. Departmental review of nominees by the departmental committee and by the chairperson.
3. In some cases, college review of department nominations by the college tenure and promotion committee and by the college dean.
4. In some cases, University review of college nominations by the Tenure, Promotion and Academic Freedom Committee.
5. In some cases, review of recommendations by the president of the University.
6. In some cases, review of recommendations by the Kansas Board of Regents.

Procedures have been established for appeal in the case of an adverse tenure or promotion recommendation at the department and at the college level. Deadlines for each step in the review process are set each year by the University Senate. The procedures that govern the review for tenure and promotion were established by Tenure, Promotion, and Appeals Procedures, adopted by the University Faculty and accepted by the president of the University.

Review for Tenure or Promotion: Procedures

Nomination for Review for Tenure and Promotion

1. The department chairperson will write to all full-time faculty members of the department to tell them that nominations of persons to be reviewed that year for tenure or for promotion must be given to the chairperson by a specified date. The chairperson must nominate all faculty whose tenure review is mandatory for that year. All others may be nominated by the chairperson or by the faculty member himself or herself.

2. The department chairperson will send copies of the list resulting from Step 1 to all full-time departmental faculty and specify a second date by which any additional nominations must be provided in writing to the chairperson.

3. The department chairperson will confer individually with all nominated faculty members and provide information about departmental, college, and University criteria for tenure or promotion.

4. Except for those whose review for tenure is mandatory, faculty who have been nominated must inform the department chairperson in writing by a date specified by the department chairperson, which will be no sooner than two days after their conference, of the faculty member's decision to remain in nomination or to withdraw.

5. The final, typed list of those nominated will be sent to the dean and to all members of the department electorate. Each person on the list will be notified in writing by the dean that he or she is officially a candidate for promotion or tenure. In addition, the dean will inform the candidate of the criteria for tenure or promotion and will instruct the candidate to give his or her supporting materials to the department chairperson by a specified date.

Department Review for Promotion and Tenure*

The candidate will prepare a dossier containing materials he or she wishes to submit and such additional materials as required by the department, college, or University.

The basic document will follow the standard format recommended by the Tenure, Promotion, and Academic Freedom Committee and approved by the Senate. The basic document may be no more than 25 pages. The department chairperson will make copies of the basic document available to all voting faculty. The department chairperson will add copies of the annual evaluation to the basic document.

A secondary dossier may be submitted to the chairperson by the candidate. It will not be duplicated but will be available to committee members.

As the review proceeds through the various levels the basic document and the secondary dossier will be in the custody of the administrator at each level. Items may be added to the dossier by the administrator, but the administrator must give the candidate a copy of the additions and provide the candidate an opportunity to write a rebuttal that will also be included in the primary dossier.

The complete files of all faculty members under review in the department must be available for a reasonable time (at least five working days) to all voting faculty.

Tenure cases will be reviewed at a meeting of the tenured faculty of the department or a committee of tenured faculty chosen by these faculty members. In departments having fewer than three voting tenured faculty members, the college faculty will develop appropriate procedures for the review subject to the approval of the college dean. Each eligible person, except the department chairperson, will vote on each case under consideration and will sign the tally sheet. The tally sheet will not identify individual voters with their votes but must account for all eligible voters. If a committee wishes, straw ballots may precede the final ballot. Only the votes on the final ballot are binding and recorded. Absentees will not be registered except when a faculty member on a committee declares he/she has a conflict of interest concerning a case. A positive recommendation by the committee results when more than 50 percent of those casting ballots other than abstention have voted to recommend tenure. A copy of the tally sheet will be kept in the departmental office for three years.

*By action of the college faculty and as incorporated in the college handbook, a group of departments may decide to act as a division rather than as a single department. Such a decision must be approved by the dean of the unit and by the academic vice president.
Promotion cases will be reviewed at a meeting of the departmental faculty who hold rank equal to or higher than that for which the candidate is being considered or of a committee of those with appropriate rank chosen by these faculty members. The limitation of voting to persons of equal or higher rank need not apply to votes at the college or University level. In departments having fewer than three faculty members with appropriate rank, the college faculty will develop appropriate review procedures subject to approval of the college dean. Each eligible person, excluding the department chairperson, will vote on each case under consideration and will sign the tally. The tally will not identify individual voters with their votes but must account for all eligible votes. Straw ballots may precede the final ballot. Abstentions may occur only in cases involving declared conflict of interest. A positive recommendation will result when more than 50 percent of those casting ballots (i.e., other than abstentions) have voted to recommend promotion. Copies of the tally sheets will be kept in the departmental office of three years.

The results of the departmental deliberations and the chairperson's separate recommendation will be sent to the dean by the department chairperson. In cases where the chairperson's recommendation differs from that of the voting faculty, the case will go forward to the next higher level without prejudice, and that transmittal will not constitute an appeal. A positive recommendation requires the affirmative vote of more than 50 percent of those voting. The chairperson will also send forward the basic document and the secondary dossier.

The dean will inform each candidate in writing of the department's recommendation, the chairperson's recommendation, the right to appeal, and the procedures for appeal. The dean will also notify the candidate that he or she may request a meeting with the department chairperson to discuss the decision.

College Review of Nominees for Tenure or Promotion

The dean will give a copy of the basic document of each faculty member favorably recommended for promotion and/or tenure and of all appealed cases to each member of the college committee and will indicate the location of the secondary dossiers. These materials must be available to the committee for at least five working days prior to deliberation.

The committee will meet with the dean to receive information about the schedule of meetings and about administrative matters related to the cases to be reviewed. The dean may also request other meetings with the committee. If the committee discovers that information is lacking in a dossier, it can ask the dean to acquire the information. Consistent with department procedures, the dean must provide the candidate a copy of the material and allow the candidate to write a rebuttal.

The committee will then consider the cases before it, whether regular or appealed. Straw ballots may be taken, but these are neither binding nor recorded. Abstentions will not be registered except when a faculty member on a committee declares he/she has a conflict of interest concerning the case. At a meeting without the dean each case will be discussed and the committee will conduct its final vote. A positive recommendation by the committee will result when more than 50 percent of those casting ballots other than abstention vote to recommend tenure or promotion.

The committee must notify the academic vice president in writing of its final ballot on each case, and the position of each case in an order of priority. The committee will list tenure and promotion cases separately and promotion cases will be subdivided by rank and their listed in order of priority.

The vice president for academic affairs will review each case transmitted by the University committee and meet with the president to determine which cases will be favorably recommended to the Board of Regents. In any case where the proposed presidential recommendation to the board differs from that of the University committee, the president and vice president for academic affairs will meet with the committee to discuss the reasons for their position.

The academic vice president will notify the candidate, the candidate's dean and the chairperson in writing of the recommendation to be made to the Kansas Board of Regents. Any person not recommended by the University committee may request a meeting with the academic vice president and the chairperson of the University committee to discuss the recommendations. Any person not recommended by the president may request a meeting with the academic vice president and the president.

The president will inform each candidate in writing of the action of the Kansas Board of Regents.

The Use of External Evaluation

If, at any level, the committee or the administrator believes additional help is needed to evaluate a case, the administrator, after consultation with the committee, may seek expert opinion outside the University. However, the administrator seeking such expert
opinion must have reasonable evidence that the expert chosen is competent to evaluate the evidence. The faculty member being evaluated need not be consulted on the selection of the expert whose opinion is being sought. The opinion of the expert must be in writing and will be included in the secondary dossier. It is not the task of the expert to recommend for or against tenure or promotion. A copy will be given to the candidate and the candidate will have the right to make a written rebuttal. (Note: It is the duty of the administrator to explain in writing to the evaluator the use which will be made of the evaluation and that the evaluation will not be kept confidential.)

Appeal of Decisions Related to Tenure or Promotion
A candidate may make only one appeal during the entire review process. The appeal is made to the next higher level. However, the burden of proof rests with the appellant. No hearing is provided and the appeal must be written. Some typical reasons for appeal are violation of academic freedom, failure to follow procedures concerning time periods or committee operation, inadequate consideration, discrimination, etc.

The committee to which the appeal is made will give full consideration to the case in that the committee will review it in the same manner as favorably recommended cases and will apply similar standards.

No Publication of Names of Tenure and Promotion
Names of faculty being considered for tenure or promotion will not be published. The right of privacy of such faculty members was affirmed by vote of the faculty on March 6, 1978.

Confidentiality of Proceedings
All deliberations are confidential. However, confidentiality cannot be guaranteed if the case goes to litigation.

Disposition of Dossiers
The academic vice president in each case will keep a copy of the basic document for three years and return to the candidate a copy of the basic document and the secondary dossier.

Precedence of University Procedures
If department and college tenure or promotion procedures differ from those of the University, University procedures take precedence.

Student Members
Students will not cast a vote regarding the award of tenure or promotion to individual faculty members.

Definition of Terms
Committee: The tenure review committee at the departmental level will consist of all tenured members of the department or a committee of tenured faculty chosen by those faculty members and reported in writing to the dean. In departments with fewer than three tenured members the college faculty will develop appropriate procedures for the review subject to the approval of the college dean.

The review committee at the college level is the college tenure and promotion committee whose composition and mode of appointment are to be specified in the college handbook.

The review committee at the University level is the Senate Committee on Tenure, Promotion, and Academic Freedom, whose general charge is established in the Senate Rules.

Administrator: The administrator at the departmental level is the department chairperson. The dean is the administrator at the college level, and the vice president for academic affairs is the administrator at the University level.

Calendar: The tenure calendar is established by the University Senate for that academic year.

Mandatory Review Year: The next to the last year of the allowable probationary period is the mandatory review year.

Straw Ballot: A non-binding vote taken for the purpose of monitoring progress toward a final decision is a straw ballot.

Academic Services Faculty: Persons holding unclassified appointments carrying faculty rank who serve in units other than degree-granting colleges are academic services faculty.

Probationary Appointment: A probationary appointment is an appointment that may, on the basis of continuing satisfactory performance, lead to review for the award of tenure. However, probationary appointments carry no expectation or promise that review for the award of tenure will be undertaken or that tenure will be awarded. Probationary appointments are reviewed on an annual basis and may or may not be renewed. Probationary appointments may not be continued for more than seven years.

Temporary Appointment: A temporary appointment is for a fixed term. Such appointments carry no rights to the consideration for the award of tenure.
APPENDIX E

University Guidelines — Sabbatical Leaves

Wichita State University's policy on sabbatical leaves is based on the Board of Regents' Policy on Leaves as adopted 12/16/61, and amended 4/17/69, 6/25/71, and 10/4/82, and reads as follows:

In strictly meritorious cases, a faculty member who has served continuously at one or more of the six state schools for six years or longer may, upon the recommendation of the president, be granted leave of absence with part pay for a period not exceeding one year, for purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience. Nine-month faculty members may receive up to half pay for an academic year or up to full pay for one semester. Twelve-month faculty members may receive up to half pay for 11 months or up to full pay for five months. Regents' policy limits the number of sabbatical leaves in any fiscal year to not more than 4 percent of the equivalent full-time faculty with rank of instructor or higher. (Wichita State University Faculty Handbook, 1978, page 32.)

A faculty member applying for sabbatical leave is required to file an official Application for Sabbatical Leave and sign a Sabbatical Leave Agreement by which he/she agrees to return to WSU for a period of at least two years immediately following expiration of the period of leave. In the event of failure to return, the faculty member agrees to refund all sabbatical pay, or, on failure to remain for at least two years, to refund that portion of sabbatical pay which is in proportion to the amount of time not served as required by the agreement.

Sabbatical leave requests should be prepared on official forms which are obtainable in a packet from the Office of Academic Affairs. Leave requests are due in the Academic Affairs Office no later than December 15 of the academic year preceding the proposed leave. Leave requests are then referred to the Sabbatical Leave Review Committee (SLRC), a committee whose charge is to review leave proposals in terms of merit, solicit additional information where needed, and make ranked recommendations to the vice president for academic affairs who performs the final evaluation. The SLRC makes its recommendations no later than March 1, and institutional decisions concerning sabbatical leaves are made no later than March 15. Each applicant is informed of University action on his/her sabbatical leave request by March 30. Requests approved by the University are submitted to the April meeting of the Board of Regents for Board action.

Procedures and policies established for sabbatical leaves are as follows:

1. The applicant requests and receives from the Office of Academic Affairs a packet which includes the WSU Application for Sabbatical Leave, the Board of Regents' Sabbatical Leave Agreement form, and the WSU Summary of Review form.

2. Each leave application form is completed in sufficient detail to permit review by the SLRC and evaluation by the vice president for academic affairs. The application is first submitted to the applicant's chairperson, who transmits the form through his/her dean to the vice president for academic affairs for delivery to the SLRC.

3. Recommendations from the chairperson and the dean, detailed on the Summary of Review form, accompany the application when it is transmitted to the vice president for academic affairs. The recommendation must include a statement from the applicant's chairperson or dean concerning provision to be made for the work load of the applicant during his/her absence. The statement should cover the direction of those graduate students for whom the applicant is the thesis or dissertation advisor. It should also indicate whether any additional expense to the University, apart from sabbatical salary, would occur if the leave were granted. Applications involving such additional costs are not ordinarily approved without special justification.

4. If the proposed program of work is contingent upon the applicant's receiving additional financial aid from the University, apart from sabbatical salary, or from external sources, details concerning such contingency should be included on the Summary of Review form. The sources from which external support is being sought should be identified and the nature of any services required in connection with the receipt of such support should be related to the purpose of the leave.

5. No later than 60 days from the first day of classes in the semester of the faculty member's return from sabbatical leave, he/she is required to submit a Final Report on the sabbatical projects. A form for filing this report will be sent to the faculty member early in the semester of his/her return to campus. The completed Final Report is to be submitted, through the chairperson and dean, to the vice president for academic affairs. It will be referred to the SLRC and the president, then transmitted to the Faculty Records Clerk in the office of academic affairs for filing in the permanent records of the University. If appropriate, the Final Report should include a description of specific plans for sharing the results of the sabbatical leave with the recipient's departmental colleagues or other groups on campus.

The Sabbatical Leave policy of the Regents' system, and Wichita State in particular, is based on the assumption that such leaves do not occur automatically at stated intervals, but are awarded on merit and are clearly designed to encourage scholarly and professional achievement for the mutual benefit of the faculty member and the University.

The scope of activities that may be undertaken by WSU faculty on sabbatical leaves is quite broad, encompassing not only the traditional purpose of scholarly research, but the more non-traditional purposes of professional development or reorganization. At WSU, leaves have been granted for advanced study, for specific research projects, for creative projects, for curriculum/instructional development, for residencies to observe the programs and methods of other institutions, for travel related to academic and professional development, for occupational experience designed to enhance professional qualifications and many other similar purposes. Work toward a graduate degree does not normally qualify as an acceptable program for a sabbatical leave.

Sabbatical leave programs properly serve the interests of the faculty member and the University as a whole. Faculty who have accumulated service with the University benefit from having a period away from normal campus obligations in order to pursue special interests or projects related to their professional lives. The period of renewal offered by such leave also benefits the University, which welcomes back at the conclusion of a successful leave a faculty member with new ideas, enthusiasm, and accomplishments.

The sabbatical leave application process contains some features designed to enhance the probability of successful sabbatical leaves. In the application materials, faculty are asked to demonstrate special aptitude for their proposed projects, indicating previous professional or scholarly work related to the area of activity proposed for the leave. Sufficient documentation must be presented to enable the University to conclude that the goals of the leave probably will be accomplished and that the project cannot be completed without such a leave.

A particular concern of the University is the difficulty of granting leaves to faculty in small departments. A disproportionate negative effect may be felt by students and colleagues when a faculty member who is the only person with programmatic expertise needed on a regular basis by the department takes a sabbatical or other type of leave. Faculty members in small departments, therefore, need to plan their leaves in advance, and obtain assurance from their
department and college that arrangements can be made to cover their responsibilities while absent. As previously indicated, Regents' policy limits the number of sabbatical leaves in any fiscal year to not more than 4 percent of the equivalent full-time faculty with rank of instructor or higher. The University further stipulates that the number of leaves in any fiscal year may not be so great in any department, division, or college, or on the campus as a whole, as to disrupt the continued and regular course offerings, or to affect the quality of education offered to the students. Final approval of the sabbatical leave for a faculty member being reviewed for continuous tenure is contingent upon the awarding of tenure.

Questions regarding the sabbatical leave policies and procedures of the University may be addressed to the vice president for academic affairs.
APPENDIX F

Grievance Procedures

Summary of Procedures

Type of Grievance
A. General Grievance  
B. Nonrenewal of Appointment (Excluding Tenure Cases)  
C. Termination Due to Discontinuance of a Program or Department, When the Discontinuance is Not Part of a Formal Retrenchment Program

General Grievance Procedure

1. A faculty member who has a grievance must make a bona fide effort to resolve the matter through University channels at the most immediate level. In most instances this should occur within the faculty member's department or office and should involve the chairperson or immediate supervisor, and whenever appropriate, the dean. If the complaint is directed toward a person, office, or body outside of his/her department or school, a genuine effort must be made to resolve the matter in consultation with the person, office, or body involved.

2. If a grievance does not involve discrimination and/or affirmative action and if the faculty member is unsuccessful in personally settling the dispute, he/she must contact the chairperson of the Faculty Welfare Committee. If the Faculty Welfare Committee deems mediation to be appropriate and potentially useful, members of the Faculty Welfare Committee are prepared to act as mediators in helping the faculty member clarify the dispute. The function of the mediator is to act as a neutral go-between and not as an official decision-making body.

3. If a faculty member feels that his/her grievance involves discrimination or affirmative action and if he/she is unsuccessful in personally settling the dispute, he/she should contact the office of the assistant dean of faculties for personnel.

4. If the dispute is not yet resolved and the faculty person elects to pursue the matter further, he/she may request the chairperson of the Faculty Welfare Committee of the University Senate to call together a Review Committee of his/her peers. The faculty member must put this request in writing, specifically stating the nature of the complaint.

5. The Review Committee will ask the faculty member to attend a prereview meeting. During this meeting the parties to the dispute will settle matters of mutual interest, such as clarification of burden of proof and the ground rules for the review. At this time the faculty member must decide whether the review is with or without a hearing.

6. If the faculty member elects to waive a hearing, the Review Committee will evaluate all available evidence and base its recommendations and findings on such material.

7. If the faculty member elects to have a hearing, the hearing will be either informal or formal, depending on the type of complaint:
   A - informal
   B - informal
   C - informal, unless preferred formal
   D - formal
   E - formal

8. The faculty member will have a hearing before the Review Committee. The specific procedures for the informal or formal hearing are provided in the statement of Policies and Procedures for Processing Grievances of Faculty at Wichita State University.

9. After the hearing, the Review Committee will deliberate and submit its findings to the president of the University. The faculty member will have the opportunity to react to the findings of the Review Committee or to respond to the president's reaction to the committee's findings, depending on the type of hearing.

D. Dismissal or Other Sanction for Cause  
E. Dismissal for Medical Reasons  
F. Grievance Involving Discrimination or Affirmative Action

Policies and Procedures for Processing Grievances of Faculty at Wichita State University

I. Prefatory Statement
A. Introduction

In order to resolve internal disputes to the greatest possible extent within the campus community, to assure careful consideration of personnel actions and complaints and to safeguard academic freedom, Wichita State University shall, through these procedures, provide opportunities for appropriate due process review of grievances of faculty members of the University community. In this grievance procedure, the term "faculty member" refers to a person who is, at the time the grievance is filed, a full time member of the faculty or holds a fractional time appointment of .5 or more, and holds the rank of assistant instructor, instructor, assistant professor, associate professor, or professor.

In many cases, WSU employees who are not included in the above definition of "faculty member" may make use of this grievance procedure.

1. Grievances involving discrimination and/or affirmative action. In general, all unclassified employees may use this grievance procedure for complaints involving discrimination and/or affirmative action. Detailed eligibility information can be found in section II.F.

2. Other grievances of unclassified employees not included above. Unless deemed inappropriate by the Faculty Welfare Committee, grievances of unclassified employees not involving discrimination and/or affirmative action will be processed under this grievance procedure even though the employee is not included in the above definition. For details, see section VI.

3. This grievance procedure cannot be used by classified staff, or by individuals whose primary relationship to the University is that of a student. If necessary, the Faculty Welfare Committee will resolve any disputes concerning eligibility for this grievance procedure.

It is expected that faculty members will turn to the grievance process only after the normal methods of administrative remedy have been exhausted. This is understood to mean that relief has been sought at least one level higher in the administrative structure than that at which the problem is believed to exist.

It is recognized that the exact type of review necessary to provide the utmost due process varies with the nature of the complaint, allegation, or charge and with the severity of the sanctions which may impinge upon the faculty member. The procedures provide for review of disputes
by faculty detached from the immediate controversies and operating under carefully defined procedures. Five types of grievances are recognized — one general grievance category and four specific (and usually more serious) types of grievances involving the question of whether or not the faculty member is to be continued as a member of the University faculty. In each instance, the review is set in motion by a request from a faculty member for review of an action which the faculty member believes to be unfair or unwarranted.

An additional grievance category for grievances involving discrimination and/or affirmative action is also recognized. Such grievances will generally follow the process for whichever grievance type (A-E) is appropriate for the faculty member's complaint. Since eligibility for the grievance process and the initial step beyond personal attempts at settlement differ for grievances involving discrimination and/or affirmative action and for other grievances, the faculty member must decide before initiating a grievance whether his/her complaint involves discrimination and/or affirmative action. If the faculty member is unsure whether discrimination and/or affirmative action is involved, he/she should contact the office of the assistant dean of faculty for personnel for information before initiating a grievance.

A grievance procedure assumes that it is both possible and desirable to resolve disputes through internal processes. It also assumes that the procedures appropriate to the internal resolution of disputes are not tantamount to a court trial. If a faculty member initiates formal action to resolve the dispute through agencies outside the University before the internal grievance procedure has been exhausted, the University president may request that the Faculty Welfare Committee suspend the internal procedures.

B. Exclusions

Those disputes for which Wichita State University currently has existing procedures are excluded from consideration within this grievance procedure. Examples of this exclusion would include:

1. Tenure and promotion
2. Retrenchment
3. Traffic fines
4. Library fines

C. Time Limitation

For any dispute to be processed under this grievance procedure, the faculty member must set forth the specific nature of the grievance and indicate against whom the grievance is directed within three months from the proximate cause. For a faculty member whose employment at Wichita State University will soon be terminated, the grievance process must be initiated soon enough so that there is a reasonable expectation that the Review Committee can initiate action before the faculty member's projected termination date.

II. Types of Grievances

A. General Grievance (Type A)

If a faculty member believes he/she has been treated unfairly in a matter related to his/her work at the University which is not specifically covered in categories B-E below and which is not one of the categories exempted, he/she may request a grievance review. His/her request must set forth the specific nature of the grievance and indicate against whom the grievance is directed. (For grievances involving discrimination and/or affirmative action, see Section II.F.)

A few examples of such matters include decisions regarding advancement in salary, sabbatical leave, fringe benefits, teaching assignments, office facilities, and clerical and student assistance. Grievances, of course, are not limited to these examples.

B. Non renewal of Appointment (Excluding Tenure Cases) (Type B)

The University may at its discretion decide not to renew a nontenured faculty member's appointment at the end of an appointment period or to give a probationary faculty member a terminal appointment. Written notice of such action must be given in accordance with University policy (Faculty Handbook, Section 3.08).

The faculty member who receives such notice may request review of the decision not to renew the appointment; such written request must indicate the grounds for challenging the decision not to renew. Such a faculty member may allege, for example, that inadequate consideration was given to the renewal decision, or that consideration violative of his/her academic freedom contributed significantly to the decision. (For grievances involving discrimination and/or affirmative action, see section II.F.)

The burden of proof is on the faculty member to prove the validity of his/her allegations.

C. Termination Due to Discontinuance of a Program or Department, which Discontinuance Is Not Part of a Formal Retrenchment Program (Type C)

Such termination may occur only as a result of a bona fide discontinuance of a program or department.

Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the institution will make a reasonable effort to place the faculty member concerned in another suitable position within the University.

A faculty member who receives notice of termination for this reason may request review by making a written request for review stating the grounds for challenging the decision to terminate. (For grievances involving discrimination and/or affirmative action, see Section II.F.)

The administration must demonstrate initially that the decision to terminate was arrived at in accordance with established University policy; the faculty member then bears the burden of proving the validity of his/her allegations of improper action.

D. Dismissal or Other Sanction for Cause (Type D)

In order to discharge for cause a tenured member of the faculty or a nontenured member during the period of the latter's term contract, the administration must formally notify the faculty member in writing of such dismissal. If the faculty member so requests, the administration shall provide a written statement of reasons for the action. To constitute adequate cause, the reasons must be related directly and substantially to the fitness of the faculty member to continue in his/her capacity as a teacher and/or to fulfill the terms and conditions of his/her appointment.

Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other basic faculty or legal rights.
The faculty member may challenge the decision to dismiss and request review. Such a request usually claims, for example, that an improper decision was made, adequate cause not being present (e.g., dismissal stemming from abridgment of academic freedom). (For grievances involving discrimination and/or affirmative action, see Section II.F.)

In the formal hearing, the administration must state the reasons in writing and bear the burden of proving the validity and reasonableness of the decision based on those reasons.

If the administration decided to impose, for cause, sanctions less severe than dismissal but nevertheless serious in nature and consequence (such as suspension from duties for a period of time, demotion in rank, substantial reduction in salary), the Type D grievance policies and procedures would apply for both the administration and the faculty member.

E. Dismissal for Medical Reasons (Type E)

Type E is essentially a special case of Type D, Dismissal for Cause, and follows the same rationale and procedures. It is identified separately to make it clear that, if medical reasons are given for the dismissal, they must be based on medical evidence that the faculty member cannot continue to fulfill the terms and conditions of his/her appointment. When, in the judgment of the departmental chair and line administrators, there is reasonable evidence that a faculty member has failed to fulfill the terms and conditions of his/her appointment and that this failure is plausibly related to his/her medical condition, the University may request the faculty member to allow access to his/her medical records or to undergo appropriate medical examination. (For grievances involving discrimination and/or affirmative action, see Section II.F.) Failure to comply will relieve the University of the obligation to produce "medical evidence" for nonperformance of duties. In challenging the decisions to discharge and requesting a review, the faculty member usually claims that the administration has made an improper decision, presumably that the medical reason is contrived or that the acknowledged medical problem warrants action less severe than termination. As in Type D, the administration must state the reasons for its actions and bear the burden of proving their validity in a formal hearing.

F. Grievance Involving Discrimination and/or Affirmative Action

Unfairness based on discrimination and/or affirmative action can occur in any facet of employment. Examples of situations which would be aggrieved on the basis of discrimination include decisions regarding advancement in salary, sabbatical leave, fringe benefits, teaching assignments, office facilities, and clerical and student assistance. Other matters include decisions regarding nonrenewal of appointment, dismissal for medical reasons, and termination due to discontinuance of a program or department. Grievances are not limited to these examples.

If an eligible employee believes he/she has been treated unfairly in a matter related to his/her work at Wichita State University and believes that the primary reason for the treatment is based on race, color, sex, creed, handicapped status, disabled/Vietnam-era veteran status, or other considerations prohibited by University policy, he/she may request a grievance review under the provisions of this section.

For the grievance procedure in cases involving allegations of discrimination and/or affirmative action, an eligible person is defined as (1) an "eligible faculty member" as defined in Section I.A above, or (2) those persons who, regardless of fractional time of employment, are defined as unclassified personnel of Wichita State University and who are not defined as classified personnel of the University proper, and those employees of the auxiliary units whose titles are not similar to those of the state classified personnel system.

Grievances involving discrimination and/or affirmative action will be in general processed as one of the Types A-E described above, using the type appropriate for the faculty member's complaint. The factor distinguishing grievances involving discrimination and/or affirmative action from other grievances is the role of the office of the assistant dean of faculties for personnel.

If the grievant cannot settle his/her dispute personally, he/she should initiate the grievance process by contacting the office of the assistant dean of faculties for personnel. If the dispute cannot be resolved by that office, then a written statement should be sent to the chairperson of the Faculty Welfare Committee, requesting the formation of a Review Committee to hear the grievance. The statement must specify the nature of the grievance, indicate against whom the grievance is directed, and whether the complaint involves discrimination and/or affirmative action.

From this point, the grievance process will follow the regular requirements of the appropriate type of grievance, except that a representative of the assistant dean of faculties for personnel shall attend the prerreview meeting and the hearing for the purpose of providing the Review Committee with information on any federal, state, or University employment regulations, rules, laws, or policies relevant to the complaint.

III. Suspension of Faculty Member During Proceedings

Suspension of a faculty member during a grievance is justified only if, in the judgment of the president of the University, immediate harm to the faculty member or others is threatened by continuance of service. Such relief of duty shall be without prejudice and without loss of compensation, pending final disposition of the case.

IV. Summary Regarding Burden of Proof

Type A — The faculty member must state the grounds of his/her grievance and bear the burden of proving their validity.

Type B — The faculty member bears the burden of proving the validity of his/her allegations that the decision not to renew was improper.

Type C — The faculty member bears the burden of proving the validity of his/her allegations or improper action.

Type D — The administration must state the grounds for E dismissal (or other severe sanctions) and bear the burden of proving their validity.

Type F — The faculty member bears the burden of demonstrating that discrimination did take place.

V. Initial Procedures in Processing a Grievance

Any faculty member who has a grievance must make a bona fide effort to resolve the matter through University channels at the most immediate level. In most instances this should occur within the faculty member's department or office and should involve the chairperson or immediate supervisor, and whenever appropriate, the dean. If the complaint is directed toward
a person, office, or body outside of his/her department or school; a genuine effort must be made to resolve the matter in consultation with the person, office or body involved.

A faculty member who is unable to settle the dispute personally shall then contact the chairperson of the Faculty Welfare Committee. The Faculty Welfare Committee shall first ascertain whether the faculty member has made a bona fide effort to resolve the matter personally. If the Faculty Welfare Committee deems it appropriate and potentially useful for the resolution of the dispute, the committee shall designate certain member(s) to help clarify and mediate the dispute by inquiring informally into the relevant facts, suggesting possible solutions, and otherwise counseling the person who believes he/she has been wronged.

If the faculty member seeking review wishes to pursue the matter further, the chairperson of the Faculty Welfare Committee shall advise the person of the additional steps which can be taken, assisting if necessary in the preparation of the statements required to take these steps.

VI. Formal Request for Review — Statement of Allegations and Charges

If the faculty member wants a review, he/she must submit a written statement to the chairperson of the Faculty Welfare Committee of the University Senate requesting such a review. The statement must describe the nature of the complaint and state his/her allegations of improper action with sufficient explicitness and clarity so that a meaningful determination can be made as to their validity. This statement shall serve as a petition requesting the Faculty Welfare Committee to organize and call together a Review Committee to consider the matter. The Faculty Welfare Committee chairperson shall see to it that the other parties to the action immediately receive a copy of the written statement of the complaint. In cases where disputes arise concerning the type of the grievance, the Faculty Welfare Committee shall decide the type of the grievance. The committee will have the right in Type A cases to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Faculty Welfare Committee chairperson may then call together the Faculty Welfare Committee to form a Review Committee. In cases of dismissal or sanction for cause or dismissal for medical reasons, the Faculty Welfare Committee chairperson shall also secure from the administration and distribute to all parties and the Review Committee a written statement of the reasons on which the action against the faculty member is being taken, which statement shall constitute the “charge” by the administration.

In cases where an unclassified employee, who is not included in the definition of “faculty member” in section I.A., wishes to utilize this grievance procedure, the employee shall first follow the steps in section V above. If the employee wants a review, he/she must submit a written statement to the chairperson of the Faculty Welfare Committee of the University Senate requesting such a review. The statement must describe the nature of the complaint and state his/her allegations of improper action with sufficient explicitness and clarity so that a meaningful determination can be made as to their validity. In addition, the statement should provide sufficient information to enable the Faculty Welfare Committee to determine whether this grievance procedure should be made available to the employee.

After consideration of the statement, the Faculty Welfare Committee shall determine by majority vote whether to permit the grievance to be processed through this procedure. It is expected that, except in unusual cases, the grievance will be processed. The decision of the Faculty Welfare Committee to permit or not permit the grievance to be processed may be appealed to the President of the University Senate by either the employee involved or by the person or persons against whom the grievance is directed. The Senate President will either affirm or reverse the decision of the Faculty Welfare Committee. If the grievance is permitted to proceed by either the Faculty Welfare Committee or by the Senate President, the grievance will be processed according to the same general procedures as grievances of the same type submitted by faculty members.

To be eligible to request the use of this grievance procedure, persons must, regardless of fractional time of employment, be defined as unclassified personnel of Wichita State University, and not be defined as classified personnel of the University proper or be employees of the auxiliary units with titles not similar to those of the state classified personnel system.

VII. The Review Committee

A. Selecting the Review Committee

1. The Faculty Welfare Committee shall maintain at all times a pool of at least 20 faculty members (some of whom may be members of the Faculty Welfare Committee itself) from which the Review Committee of five will be chosen by lot. In grievances involving discrimination and/or affirmative action, the membership of the Review Committee shall include members of both sexes and at least one minority person from a federally designated protected class.

2. An effort will be made to include, as members of the pool, women and minority persons from federally defined protected classes.

3. Faculty members judging themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. In addition, each party will have a maximum of two challenges without stated cause.

4. If any member of the accepted Review Committee is unable to serve because of illness or other such circumstances, a replacement agreeable to both parties will be named by the Faculty Welfare Committee.

B. Responsibilities of the Review Committee

1. The Review Committee has the following specific responsibilities in all cases:

   a. To schedule and conduct a prereview meeting with both parties to the dispute present.

   b. To make sure that statements of reasons for action by the administration and statements of allegations by faculty members are sufficiently clear and detailed to provide an adequate basis for adjudication.

   c. To guarantee fair proceedings.

   d. To make every effort to hear all pertinent and available evidence in the case under review.

   e. To render a considered decision as to whether or not the various charges and/or allegations have been sustained by the evidence.

   f. To submit findings and recommendations to all parties to the grievance and to the president of Wichita State University.

2. In case a faculty member alleges that her/his grievance is based on inadequate consideration by a faculty body, the Review Committee will seek to determine whether the decision was the result of adequate
VIII. Preliminary Activities of the Review Committee

The newly formed Review Committee will be called to its first meeting by the chairperson of the Faculty Welfare Committee no later than seven calendar days after the committee has been formed.

The Review Committee will: (a) elect from its members a chairperson and a secretary, (b) review the various hearing options, procedures and conditions, as well as the responsibilities of the Review Committee itself, (c) establish a time for a prereview meeting (Section IX) mutually agreeable to itself and all involved parties, and (d) assure itself that the initial procedures described in Section V have been followed.

The Review Committee shall announce the prereview date no later than seven calendar days from the initial meeting and hold the prereview meeting no sooner than five calendar days from the time of that announcement.

All involved parties shall make every effort to cooperate with the preliminary activities of the Review Committee. Under unusual or extenuating circumstances the Review Committee may agree to reasonable extensions of deadlines. However, if there are unjustifiable interferences in the procedures, the Review Committee will assume one or the other party does not wish to cooperate in the due process actions; report the state of affairs to the Faculty Welfare Committee, and adjourn. The Faculty Welfare Committee shall then take such steps as it deems advisable to inform the faculty and administration of what has happened and bring the matter to a close.

IX. The Prereview Meeting

At this meeting it is the responsibility of both parties to submit and exchange prepared written summaries of the major issues in the case as they view them and of their position on these issues. The purpose of this meeting is to: (a) clarify, and, where possible, simplify the issues; (b) indicate where the burden of proof lies; (c) define the administration's responsibility to describe in detail the procedures it followed that led to the faculty member's request for review; (d) effect stipulations of fact; (e) provide for the exchange of documentary or other types of information; (f) determine the type of hearing it will hold; (g) secure prior understanding as to the use of witnesses, advisors and attorneys; (h) achieve such other appropriate prehearing objectives as will make the final steps in processing the case fair, effective, and expeditious.

X. Options with Respect to Review Procedures

A. Waiver of Hearing

The faculty member may at any time express his/her desire to have his/her case reviewed by the Review Committee without having a hearing as such.

B. Type of Hearing

Cases of Types A and B shall be processed through the informal hearing procedure. Cases of Type C shall ordinarily be processed through the informal hearing procedure, but the formal hearing procedure may be used if the faculty member so requests. Cases of Types D and E shall be processed through the formal hearing procedure.

XI. Specific Review Procedures

A. In Case a Hearing Is Waived

If the faculty member waives a hearing, both parties to the dispute will submit any written material, evidence, or further explanations of actions, decisions, or behavior which they believe might assist the Review Committee in rendering a fair decision. The Review Committee shall then evaluate all available evidence or support and rest its recommendations on the evidence in the record. The report and recommendations are to be directed to the president of Wichita State University and made available to all other parties to the dispute.

B. Informal Hearing

1. The Review Committee shall establish a time for the hearing mutually agreeable to itself and to all parties to the dispute. The hearing shall be held no sooner than three calendar days from the conclusion of the prereview meeting.

2. Every aspect of the case should be aired in order to give the Review Committee all pertinent information. For example, at the hearing the aggrieved may be invited to amplify on his/her statement of complaint; the party against whom the complaint is lodged may be requested to speak in his/her defense; both parties may be permitted to present colleagues to speak to aspects of the dispute; both parties may be questioned by members of the Review Committee.

3. The Review Committee has no powers of subpoena. Attendance at the hearing and submission of materials and information to the hearing are entirely voluntary. However, the parties to the dispute or the Review Committee may request any member of the University community, including any party to the dispute, to attend the hearing and to provide information at the hearing.

4. Resolution of controversies over what information the Review Committee will hear shall be the prerogative of the Review Committee. Likewise, although the hearing will normally be closed, the Review Committee shall decide whether or not the hearing is to be open to the public.

5. The hearing is not tantamount to a court trial and should not be expected to follow the rules and procedures of a court, but the course of the hearing shall clearly exhibit every effort to ensure fair, open, and impartial review.

6. An informal hearing does not permit the presence of outside attorneys, but the faculty member who requested the hearing may invite a consultant from the WSU campus community to be present and to advise him/her.

7. No transcript of the hearing will be kept, but the secretary, as well as each committee member, will keep notes to assist the committee in preparing a report describing the proceedings, conclusions, and recommendations of the Review Committee.

8. When the Review Committee is satisfied that all available information pertinent to the dispute has been presented, the chairperson shall declare the hearing closed.

9. The Review Committee shall consult in private in order to review the information presented and arrive at an appropriate conclusion.

10. The Review Committee shall prepare a written report of proceedings, conclusions, and recommendations no later than 14 calendar days after the close of the hearing, which shall be directed to the parties of the dispute and to the president of the University.

11. The Review Committee's recommendations are only recommendations. They carry no authority to change
a decision, to redress a wrong, to rectify a grievance, or to institute a penalty. Certainly, however, it is expected that the actions of all appropriate University officials not parties to the dispute will be very much influenced by the recommendations from the Review Committee.

12. Either party to the dispute has the right to make a final statement in writing to the president of Wichita State University.

13. The president of the University shall take final action on the matter.

C. Formal Hearing

1. The Review Committee shall establish a time for the hearing agreeable to itself and to all parties to the dispute. The hearing shall be held no sooner than 14 calendar days from the conclusion of the prereview meeting, unless an earlier date is agreeable to all parties to the dispute.

2. The hearing shall be open to the public unless the faculty member requests of the Review Committee in writing that the hearing be closed.

3. Witnesses:
   a. If witnesses are to appear for either party, a list of witnesses must be submitted to the Review Committee and the other party to the grievance at least seven days before the hearing date.
   b. The Review Committee has the right to call witnesses of its own choosing. A list of witnesses must be submitted to the involved parties at least seven days before the hearing date. The involved parties shall be given the opportunity to question these witnesses, should such be called.
   c. If the hearing involves charges of incompetence, the testimony may include that of qualified faculty members from WSU or other institutions of higher education.
   d. The Review Committee shall notify all designated witnesses to be present at an appropriate time during the hearing.

4. The procedures for conducting the formal hearing shall be as follows:
   a. Unless some other verbatim record is possible, a tape recording shall be the official record of the hearing. An audiovisual specialist will be present during the hearing to operate the tape recorder.
   b. The chairperson of the Review Committee shall preside during the hearing.
   c. The secretary, as well as each committee member, shall keep notations on the proceedings.
   d. The hearing shall not start at the scheduled time unless all members are present and both parties to the disagreement are represented. However, if the committee deems that there is no valid cause for the absence of any parties to the disagreement, it shall begin the hearing.
   e. The formal hearing shall include the members of the Review Committee, the two parties to the case and their advisers (among whom could be an attorney for each or either of the two parties as well as for the Review Committee itself). At the beginning of each hearing session all principals in the case will be identified for the information of all others. Witnesses need be present only while giving testimony; in the case of a closed hearing, they shall be present only at that time.
   f. The hearing shall be conducted formally, but expeditiously. If possible, once it has begun it will continue to conclusion on the same day. Recesses will be allowed as necessary, and for valid claims of surprise as provided in item "i" below. However, if the committee deems that it should hear witnesses who have not been summoned or who could not or did not appear when scheduled, it shall be privileged to recess the hearing until another day and time agreed to by the committee and all parties concerned.
   g. The formal hearing shall usually consist of the following format: (1) opening statement by whichever party to the dispute, or designated adviser, bears the burden of proof; (2) opening statement of the other party to the dispute; (3) presentation of supporting evidence and/or witnesses by the party bearing the burden of proof with opportunity for cross-examination; (4) presentation of supporting evidence and/or witnesses by the other party with opportunity for cross-examination; (5) the questioning of witnesses called by the committee itself, if it chooses to call any, with the opportunity for cross-examination by both parties; (6) closing statement by the party not bearing the burden of proof (the party in (2) above); (7) closing statement by the party bearing the burden of proof (the party in (1) above).
   h. The questioning of witnesses shall be restricted to items germane to the specific issues of the case, the relevance of which will be decided by the majority of the Review Committee. Questioning shall be conducted only by the parties themselves or their designated advisers and by the members of the committee.
   i. The Review Committee shall grant adjournment of reasonable length to enable either party to investigate evidence to which a valid claim of surprise is made. In no way will such adjournment be allowed to constitute a hindrance to bringing the hearing to an expeditious conclusion.
   j. The Review Committee shall not be bound by strict rules of legal evidence and may admit any evidence it deems of probative value in determining its findings.
   k. After the Review Committee is satisfied that all pertinent facts have been established and all available information pertaining to the case has been presented, the chairperson of the Review Committee shall adjourn the hearing.

5. Except for such simple announcements as may be required, including such things as the time of the hearing and similar matters, public statements and publicity about the case by either party to the dispute shall be avoided so far as possible until the proceedings have been completed.

6. At its earliest convenience after adjournment of the hearing, the Review Committee, in private session(s), shall review evidence and testimony presented at the hearing.

7. The deliberations of the Review Committee shall be based solely on the documents and facts submitted during the hearing.

8. The Review Committee shall have custody of the tape recording after the hearing. The Review Committee
may use the tape recording during its deliberations. After the issue is resolved, the tape recording shall be filed as part of the official records of the institution. Any party to the dispute may have a copy of the record upon request.

9. The Review Committee shall render a considered decision as to whether or not the charges and allegations have been sustained and recommend what it deems to be appropriate action. This decision will reflect the majority view of the committee, but minority views may be a part of the report.

10. As soon as the findings and recommendations are determined, they shall be forwarded in writing to the chairperson of the Faculty Welfare Committee. The Faculty Welfare Committee chairperson shall submit these findings and recommendations to the parties to the dispute and to the president of the University.

11. The president, after studying the findings and recommendations, shall submit his/her reactions to the Review Committee and the Faculty Welfare Committee. If he/she reflects the Review Committee’s recommendations, he/she shall give reasons in writing to the Review Committee and to all parties to the dispute. All parties to the dispute will have the opportunity to respond to the president’s reactions.

12. The president will make the final decision in the matter.

13. The Review Committee report, and the president’s response and possible responses of the disputants, shall become a part of the official records of Wichita State University.
Student Bill of Rights

Joint Statement on Rights and Freedoms of Students

Preamble

Citizens in all communities of this country have a guaranteed safeguard for their rights as members of this association; these rights exist because they are held to be the means through which man achieves his greatest fulfillment. A bill of rights exists to prevent encroachment upon this freedom.

This relationship should be no less for the academic community, which seeks to promote similar ideals and associations. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

To ensure that all students of the academic community of Wichita State University have access to the opportunities for growth and learning, this enumeration of the safeguards for that freedom is intended. To ensure that this freedom is not betrayed, safeguards are incorporated that protect its permanence and create a responsible attitude in the minds of the students enjoying this liberty.

ARTICLE I

Classroom Freedom

Section 1. Protection of Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Section 2. Protection Against Improper Academic Evaluation. Students are responsible for maintaining standards of academic performance established for courses in which they are enrolled. At the same time, they should have protection against prejudiced or capricious academic evaluation. To provide this protection, the Academic Violations Court is empowered to review all cases of academic disputes that arise; subpoena all information and witnesses necessary to render a decision; and have the final authority in all such cases.

Section 3. Protection Against Improper Disclosure. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, but only with the knowledge and consent of the student.

ARTICLE II

Student Records

Section 1. Maintenance of Records. To minimize the risk of improper disclosure of student records, academic and disciplinary records shall be separate, and the conditions of access to each shall be set forth in an explicit policy statement. Transcripts of academic records shall contain only information about academic status.

Section 2. Access to Student Records. Information from disciplinary or counseling files shall not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved.

Section 3. Excluded Records. No records shall be kept which reflect the political activities or beliefs of students.

Section 4. Periodic Elimination of Records. Provision shall be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members must respect confidential information about students which they acquire in the course of their work.

ARTICLE III

Student Affairs

Section 1. Freedom of Association. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interest.

Clause 1. The membership, policies, and actions of a student organization will be determined by vote of only those students who hold bona fide membership in the college or university community.

Clause 2. Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.

Clause 3. If campus advisers are required, each organization shall be free to choose its own adviser. Campus advisers may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organization.

Clause 4. Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. Campus groups are not required to submit a membership list as a condition of institutional recognition.

Clause 5. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian.

Clause 6. No officially recognized campus organization shall be deprived of that recognition for reasons other than violations of the criteria set forth in the preceding five clauses, or criteria established by Student Government statutes.

Section 2. Freedom of Inquiry and Expression.

Clause 1. Students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the University. At the same time, it must be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Clause 2. Students shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the University before a guest speaker is invited to appear on campus shall be designated only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. University control of campus facilities shall not be used as a device of censorship. It must be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the University.
Section 3. Student Participation in University Government. As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the student body; and this participation shall be regulated by the Constitution and statutes of the Student Government Association.

Section 4. Freedom of Student Communications.
Clause 1. The student press and radio shall be free of censorship and advance approval of copy.
Clause 2. Editors and managers of student communications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal. The agency responsible for the appointment of editors and managers shall be the agency responsible for their removal, such action subject to the dean of students' ratification and, on appeal, decision of the Student-Faculty Court.
Clause 3. All University-published and financed student communications shall explicitly state on the editorial page or in broadcast that the opinions that are expressed by them are not necessarily those of the college, University, or student body.
Clause 4. For the expression of contrary views, equal time and space should be allowed for those wishing to express their views.
Clause 5. A student or student organization has the right to publish and distribute written material on campus without the approval of the administration; further, the administration shall make no effort to suppress such publications unless their distribution disrupts the regular and essential operation of the University.

ARTICLE IV
Section 1. Exercise of Rights of Citizenship. College and university students are both citizens and members of the academic community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

Section 2. Faculty and Administration Restraint. Faculty members and administrative officials should ensure that University powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Section 3. University Penalties. Students who violate the law may incur penalties prescribed by civil authorities. Only where the University's interests as an academic community are distinctly and clearly involved should the special authority of the institution be asserted.

Section 4. Incidental Violations. The student who incidentally violates University regulations in the course of off-campus activity shall be subject to no greater penalty than should normally be imposed. Institutional action shall be independent of community pressure.

ARTICLE V
Procedural Standards in Disciplinary Proceedings
Section 1. Standards of Conduct Expected of Students. Wichita State University has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. Disciplinary proceedings shall be instituted only for violations of standards of conduct and this amendment. Students should be informed of these standards in advance through the W-Book [no longer published].

Section 2. Investigation of Student Conduct. Students detected or arrested in the course of serious violations of University regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by University representatives to coerce admissions of guilt or information about conduct of other suspected persons.

Section 3. Status of Student Pending Final Action. Pending action on the charges, the status of a student shall not be altered, or his/her rights to be present on the campus and to attend classes suspended, except for reasons relating to physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or University property.

Section 4. Procedures of the Student-Faculty Court. When the violation of University regulations may result in serious penalties and if the student questions the fairness of disciplinary action taken against him/her, he/she shall be granted, upon acceptance of appeal by the Student-Faculty Court, the privilege of a hearing before the Court. The following procedures shall be the standards employed by the Court in the rendering of its decisions.

Clause 1. The Student-Faculty Court shall include three faculty members and three students. No member of the Court who is otherwise interested in the particular case shall sit in judgment during the proceedings; in such case, the president of Student Government Association shall name a replacement; or, the vacancy will be filled by a substitute justice.
Clause 2. The student shall be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
Clause 3. The student appearing before the Court shall have the right to be assisted in defense by an adviser of his/her choice.
Clause 4. The burden of proof shall rest upon the party(ies) bringing the charge.
Clause 5. The student shall be given an opportunity to testify and to present evidence and witnesses. He/she shall have an opportunity to hear and question adverse witnesses. In no case shall the Court consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
Clause 6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the Court. The decision shall be based solely upon such matter. Improperly acquired evidence shall not be admitted.
Clause 7. In the absence of a transcript, there should be both a digest and verbatim record, such as a tape recording, of the hearing.
Clause 8. The decision of the Court shall be final; however, the University president may review any case involving suspension or expulsion of the student.
APPENDIX H

Procedures of the Court of Student Academic Appeals

The steps and procedures of the academic appeals process are set out below.

1. Student picks up appeal from the vice president for student affairs and dean of students. This requires a personal visit with the vice president for student affairs to determine: (a) whether the student has exhausted opportunities for resolving the problem with the instructor, and (b) whether the problem is resolvable through existing University procedures other than the court.

The vice president for student affairs is free to indicate that a case is inappropriate, but the student maintains the right to appeal if desired.

2. The completed appeal is returned to the vice president for student affairs for distribution to the appropriate department chairperson and dean. This will be the instructor's department chairperson and dean, not the student's, though they may, in some cases, be the same.

3. The appeal is forwarded to the department chairperson, and the faculty member will be informed that an appeal is in progress. The department chairperson should attempt to form a judgment after discussing the case with the student and the instructor, in such manner as the individual chairperson deems appropriate. (No chairperson is required to follow this process, but it seems desirable as it will assist the court and may in some cases result in resolution of the case.) No chairperson should exert pressure on either the instructor or the student.

After forming a view the chairperson should indicate his or her recommendation, which may be: (1) to sustain the instructor's decision, (2) to recommend that the appeal be sustained, (3) to forward the case without a recommendation. Space is available on the appeal form for such comments as a chairperson may wish to make, or he or she may make none.

4. After the recommendation is indicated, the case is referred to the appropriate academic dean. The dean of the academic college in question may read the appeal and the recommendation of the department head. The dean may wish to clarify issues by discussing the matter with the student or the instructor. If the dean sees a means for resolution he or she may offer it, but this should not be construed by anyone as pressure in favor of either party.

The dean will indicate a recommendation and return the appeal form to the vice president for student affairs, who will submit it to the chairperson of the court (to facilitate the flow of cases in process).

5. The chairperson of the court will, after receiving the case, inform the instructor in writing of its receipt. The notification letter will indicate that a prehearing will be held to determine whether the case merits the court’s full attention. The instructor may visit with the court chairperson, or write to the court, if he or she wishes to indicate why the case should not be heard.

6. At the prehearing the court will decide: (1) whether it has jurisdiction as indicated by the substance of the appeal and (2) whether the case has sufficient merit in the court's view to justify a hearing. At least three members of the court must note affirmatively to move to a full hearing.

7. If the court decides to hear a case, the instructor and student should be notified in writing no less than two weeks in advance of the projected date of the hearing, along with information pertaining to the exact time and place.

8. It will be assumed that the document entitled Procedures of the Court of Student Academic Appeals will have been made available to the student and instructor at the time the appeal was generated, to guarantee that all parties are informed. (This is a responsibility of the vice president for student affairs.)

9. The following procedures will be followed in an actual hearing:
   a. All hearings are closed.
   b. Hearings will be kept as informal as possible but a taped transcript will be made. These tapes will be maintained only for one year, to resolve points in dispute, and will be treated as confidential.
   c. Either the student or the instructor may ask members of the University community (students, faculty, staff) to present testimony relevant to a case.
   d. The instructor and the student will have access to the written statements of each other prior to the hearing or prior to any questioning by members of the court at the time of the hearing.
   e. Relevant faculty records are to be made available to the court upon request. The confidential nature of these records will be safeguarded.
   f. Both parties to the appeal have the right to question the other during the hearing.
   g. Members of the court may question both parties to the dispute.
   h. Decisions of the court are based on a majority vote of the total membership of the court (five members).
   i. For conducting business, a quorum shall consist of four members.

10. The decision, and the reasons for the decision, shall be reported in writing to both parties and to the officials who reviewed the appeal. Majority and minority opinions may be involved.

11. If the decision calls for a change of grade the office of the dean of admissions [Registrar's Office] will be so advised, authorizing the dean to make an official change. Decisions affecting other offices will result in similar correspondence with those offices.

12. A student must file an appeal within one calendar year after the termination of the course. (The court reserves the right, in exceptional circumstances, to suspend this rule.)
APPENDIX I

Human Relations/Affirmative Action Program for Wichita State University

In furtherance of enlightened concepts of human rights, human dignity, equality of opportunity, and individual freedom of choice for all individuals, regardless of race, sex, color, religion, handicap status, national origin, disabled/Vietnam era veteran status, or any other like arbitrary distinction used in any way detrimentally, and in specific compliance with state and federal laws and regulations regarding discriminatory practices, we herein set forth guidelines, stipulations, and directives to achieve the desired conditions of justice and equality for all individuals in this University without sacrificing the goal of true merit.

It is the policy of Wichita State University to provide equal employment opportunity and upward mobility for all qualified persons and to prohibit discrimination in employment because of race, color, religion, sex, age, marital status, national origin, political affiliation, disabled/Vietnam era veteran status, or physical or mental handicap. This policy also commits the University to undertake affirmative action to provide motivation and employment opportunities to members of minority groups, women, handicapped individuals, disabled veterans, and Vietnam era veterans. The protections afforded by this policy apply equally to all segments of the University community, i.e., students, classified personnel,1 unclassified personnel,2 and employees of associated corporations.

Affirmative action plans or programs are documents of very serious purpose and of great importance to every individual and to every segment of the academic community. High-sounding phrases of good intention do not constitute a working or workable plan of action. It is necessary to be specific, thorough, objective, fair-minded, and farsighted in order to accomplish the objectives of an effective affirmative action program as required by conscience as well as by law.

It is the continuing policy of Wichita State University to:
• Recruit, hire and promote to all job classifications without regard to race, color, religion, sex, age, national origin, handicap, or disabled/Vietnam era veteran status, except where sex is a bona fide occupational qualification
• Base decisions on employment so as to further the principle of equal employment opportunity
• Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities
• Insure that all other personnel actions such as compensation, benefits, transfers, terminations, return from layoff, sponsored training, educational tuition assistance, and social programs will be administered without regard to race, color, religion, sex, age, national origin, handicap, or disabled/Vietnam era veteran status, except where sex is a bona fide occupational qualification.

Dissemination of Policy
The primary objective of this aspect of the program is to insure awareness and understanding of the program by all employees and by organizations within the community.

Internal Dissemination
Each up-date of the University Human Relations/Affirmative Action Program will be distributed to University personnel and posted on the Office of Personnel Services bulletin board. Each new employee will be issued a copy of the document and the contents will be further discussed in orientation programs. Special meetings will be held with supervisory personnel to discuss goals and effective accomplishment of the program. Faculty and staff handbooks will reference or contain the program. Contractual provisions of the union agreements will be nondiscriminatory and each Memorandum of Agreement disseminated will contain nondiscrimination clauses. Copies of the program are on file and available upon request from the offices of the director of Employee Relations and the assistant dean of faculties for personnel.

External Dissemination
The Human Relations/Affirmative Action Program will continue to be disseminated to organizations in the community whose membership includes or which represents significant numbers of minorities, women, veterans, or handicapped individuals. Continuous contact with such organizations will be maintained to assure a flow of such applicants for future openings. Prospective employees will be notified of the equal opportunity policy of the Human Relations/Affirmative Action Program. Recruiting sources will be advised of this University program both verbally and in writing. The policy will be referenced to all subcontractors, vendors, and suppliers.

Implementation and Compliance
The responsibility for implementation of this program for unclassified personnel shall rest in the position of the assistant dean of faculties for personnel who will have membership on the Council of Deans. Assistance will be provided by an unclassified affirmative action agent for each division who shall be appointed by the chief administrator of that division in consultation with the assistant dean of faculties for personnel. These agents will assist in seeing that these policies are circulated and followed in their respective divisions.

The responsibility for implementation of this program for classified personnel shall rest in the position of the Director of Employee Relations.

The Vice President for Student Affairs shall be responsible for the implementation of this program as it applies to student affairs. These individuals will assist in the development of policy statements, as well as internal and external communication techniques. They will identify problem areas and assist management in arriving at solutions to problems. Through audit and reporting systems, they will measure the effectiveness of the Program to determine the need for remedial action and the degree to which goals and objectives have been attained. Responsibilities will also include serving as liaison between the University and compliance agencies.

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1The "unclassified personnel" designation includes administrators, faculty, research associates and assistants, lecturers, and professionally trained librarians. All employees of corporations and the Board of Trustees occupying positions similar to those that are unclassified within the University shall be the responsibility of the assistant dean of faculties for personnel.

2The "classified" designation applies to all staff in the classified Civil Service. Positions in the corporations and Board of Trustees similar to the classified positions within the University proper shall be the responsibility of the director of employee relations.

3Divisions represented by affirmative action agents are the College of Business Administration, the College of Education, the College of Engineering, the College of Fine Arts, the College of Health Related Professions, Fairmount College of Liberal Arts and Sciences, student affairs, business affairs, the Graduate School, academic/administrative services (the Office of the Vice President for Academic Affairs, the Library, the Digital Computing Center, admissions and records, the Office of Planning and Institutional Research), the Board of Trustees, and University College.
The overall responsibility for the success of the program lies with the president, the vice presidents, deans, directors, chairpersons, budget officers, and all administrative and supervisory personnel. Moreover, the performance evaluation for all of the aforementioned will include evaluation of their affirmative action effectiveness as demonstrated by their efforts and results. The assistant dean of faculties for personnel and the director of employee relations will assist respective segments of the University to comply with the provisions of this program.

**Internal Auditing and Monitoring**

Internal auditing and monitoring of the Human Relations/Affirmative Action Program is conducted by the aforementioned persons responsible for implementation of the program. The Human Relations/Affirmative Action Program is updated annually to ensure compliance with state and federal regulations. Data on members of the protected classes are developed and reviewed continuously with respect to applicant flow, work force composition, utilization, availability, adverse impact in hiring, transfers, promotions, terminations, salaries, and all other conditions and terms of employment. The annual reports are distributed to administrative personnel for review and appropriate action to correct any identified deficiencies.

Records pertaining to outreach, training, recruitment, accommodations, and awareness activities are also kept on file and reviewed by the persons responsible for implementation.

**Sex/Race/Age Discrimination Guidelines**

**Job Classifications**

The University will not discriminatorily restrict certain job classifications on the basis of sex, race, or age. Efforts will be made to make all jobs available to qualified employees and applicants without regard to sex, race, or age. Any exceptions, bona fide occupational qualifications, will be based on reasonable factors considered necessary to the normal operation, and these will be limited in scope and construed very narrowly.

**Part-Time Employment**

Part-time employment in both temporary and continuing positions shall be available to all persons, and part-time employment shall not be used to deny equal opportunity for full-time employment.

**Facilities**

Wichita State University policies and practices will assure appropriate physical facilities to both sexes and will not deny men or women a particular job because of lack of restrooms or associated facilities.

**Marital Status**

Marital status or the prospect of marriage shall not be a condition of employment. Policies involving employees will be applied equally to both sexes irrespective of marital status or age.

**Maternity Leave**

Maternity leave shall be made available with no career penalties attached. Employees will be permitted sick leave and/or leave without pay for childbearing or disabilities caused or contributed to by pregnancy, termination of pregnancy, or childbirth and the recovery therefrom. Such employee will be returned to her original position with her former status as if she had been absent for any other temporary disability. The employee and her physician shall determine the commencement and duration of the maternity leave.

**Parental Leave**

Parental leave without pay will be made available to all employees on the same basis as other leaves without pay. Reasonable time off without penalty shall be granted equally to men and women for necessary emergency family care.

**Sexual Harassment**

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are violations of Wichita State University policy when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Grievances involving sexual harassment may be filed in accordance with the Faculty Grievance Procedure and Classified Grievance Procedure by unclassified personnel and classified personnel respectively. The policy statement and grievance procedure concerning sexual harassment of students is contained in Appendix J.

**Religious/National Origin Discrimination Guidelines**

**Religion**

University recruitment and employment practices are to provide equal treatment to members of various religious and/or ethnic groups. Reasonable accommodations to the religious observances and practices of an employee or prospective employee are to be considered, unless such accommodation will place an undue hardship upon the employing unit.

**National Origin**

Discrimination on the basis of "national origin" is prohibited. The term "national origin" is sometimes construed to mean the country of one's ancestry — rather than race or color. Unique to the area of national origin discrimination is discrimination based on citizenship. Resident aliens must be considered for employment on the same basis as applicants who are U.S. citizens, provided they are eligible for employment under the U.S. immigration laws.

**Handicapped and Disabled/Vietnam Era Veteran Affirmative Action Guidelines**

**Policy Statement**

Wichita State University will not discriminate against any individual because of a physical or mental handicap or because of disabled/Vietnam era veteran status. Further, it is the policy of WSU to take affirmative action to employ and advance in employment qualified handicapped individuals and disabled/Vietnam era veterans. Reasonable accommodations will be provided in an effort to advance employment opportunities for handicapped individuals and disabled veterans.

There are no general physical examinations required for employment. Insurance and fringe benefits will be available to all without reference to current physical or mental conditions.

**Definitions**

a. Definitions applicable to handicapped

"A handicapped individual" is one who (1) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

"Substantially limits" means the degree that the impairment affects employability. A handicapped individual who is likely to experience difficulty in securing, retaining, or advancing in employment would be considered substantially limited.

"Life activities" may be considered to include communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, adapting to housing, etc. For the purpose of Section 503 of the Vocational Rehabilitation Act of 1973, primary attention is given to those life activities that affect employability.
“Qualified handicapped individual” means a handicapped individual, as previously defined, who is capable of performing a particular job with reasonable accommodation to his or her handicap.

b. Definitions applicable to veterans

“A disabled veteran” is an individual entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30% or more or is a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

“A qualified disabled veteran” is a disabled veteran who is capable of performing a particular job with reasonable accommodation to his or her disability.

“Veteran of the Vietnam era” means a person (1) who (a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975, and (2) who was so discharged or released within 48 months preceding the alleged violation of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, the affirmative action clause, and/or the regulations issued pursuant to the act.

Consideration of Qualifications

Personnel processes have been reviewed and modified to assure careful and systematic consideration of each applicant who indicates a handicap. Forms have been developed to permit documentation of the applicant’s evaluation of the possible accommodations for placement and the University’s response.

Reasonable Accommodations

As noted above, each handicapped or disabled applicant, or employee being considered for transfer or promotion, is provided individual counseling pertaining to appropriate accommodations necessary for placement. Discussions concerning appropriate accommodations to meet the physical or mental limitations of the individual, including, if necessary, a restructuring to the job duties, are held with the budget officer having the vacancy. Even the possibility of structural modifications to buildings and facilities are reviewed. If accommodations are not made because of business necessity and resulting undue hardship, the facts are documented. A WSU self-evaluation of architectural barriers was undertaken in compliance with provisions of Section 504, Rehabilitation Act of 1973, and completed in June, 1978, with subsequent requests for legislative funds to eliminate identified barriers.

Action Orientated Program

Appropriate steps have been taken to notify agencies and organizations assisting handicapped persons and disabled/Vietnam era veterans of WSU’s affirmative action program. An outreach program consists of job announcements or recruitment notices being distributed to appropriate groups and agencies that assist the handicapped and veteran population. In addition, University personnel serve on the Advisory Committee of the Projects With Industry (PWI) associated with the Kansas Elks Training Center, Timbers, a handicapped housing center, and similar agencies and programs.

On the state level, the Office of Personnel Services works with the Division of Vocational Rehabilitation and Placement Services for handicapped individuals. The division works with people with a variety of handicaps, both physical and emotional, and with interests in entry level, skilled, and professional openings. Through professional counselors, testing, training, and financial assistance, the division helps to prepare these people for the labor market.

As applicants are referred for state testing, they are requested to voluntarily indicate any handicaps that affect their ability to compete in the normal testing processes. The State Division of Personnel provides special services to assist the handicapped in testing and examination. The tests themselves are being reviewed towards content validation. Job analysts are currently reviewing the job specifications to assure the job relatedness of the criteria, the essential functions, and the required skills. As handicapped individuals then request to be examined, special accommodations are made as required, including readers, interpreters, and persons to provide general assistance.

WSU provides “reserved for handicapped” spaces in University parking lots. These spaces provide closer access to most buildings on campus, thereby making it easier to reach classrooms and administrative offices. By the end of 1983, all buildings on campus will be wheelchair accessible, and accessibility will be limited to the first floor in only three buildings. Reasonable accommodations such as classroom assignments, office space, etc. are arranged to accommodate handicapped persons.

WSU’s Office of Handicapped Services and coordinator of veterans affairs provide assistance for members of these protected classes and programs to develop awareness of the needs of such persons. Periodic meetings are held on campus, often cosponsored with agencies serving handicapped people, to discuss and review associated subject material. Awareness and sensitivity training regarding handicapped people and their working conditions are presented.

General Affirmative Action Guidelines

Recruitment and Appointment of Unclassified Personnel

Recruitment and appointment of unclassified personnel will be conducted in a nondiscriminatory manner and in accord with the Wichita State University Human Relations/Affirmative Action Program.

All vacancies must be reported to the assistant dean of faculties for personnel, along with a description of the position and the involved unit's plans for: (a) advertising and (b) efforts to reach women, minority, handicapped, and disabled/Vietnam era veteran candidates. Recruitment may then proceed in the manner approved by the Affirmative Action Office.

Where there is underutilization in any unit of persons of either sex or any racial minority, affirmative action steps shall be instituted. Although the University recognizes that selection and promotion of staff from within the University is valid, this process must not be used to circumvent the goals of affirmative action.

These policies hold equally for the recruitment of part-time and temporary unclassified personnel. These recruitment procedures are ordinarily monitored by the assistant dean of faculties for personnel. Any employment action taken where positive attempts have not been made to adhere to, or where efforts have been made to circumvent the Human Relations/Affirmative Action Program, are in violation of this policy and will carry appropriate sanctions.

Recruitment and Appointment of Classified Staff Employees

Affirmative action will be taken in recruiting, screening, and appointing individuals for staff positions.

WSU employees will be included in the applicant pools in accordance with the WSU Promotion from Within Policy. Employees will be encouraged toward self-development and assisted in preparation for state examinations.

Where there is underutilization in any unit of persons of either sex or any racial minority, affirmative action steps shall be instituted. Although the University recognizes that selection and promotion of staff from within the University is valid, this process must not be used to circumvent the goals of affirmative action.

These policies hold equally for the recruitment of part-time and temporary classified personnel.
Recruitment and Admission of Students

Kansas statutes require the admission of all Kansas high school graduates to higher educational institutions funded by the state. In those departments at Wichita State University that have a disproportionately low number of minority and women students, efforts shall be made to determine the reasons for this condition and to correct them.

Affirmative action steps shall include, but are not limited to the following:

- Special visits with women and minority students in high schools and area community colleges
- Provisions for financial and academic assistance
- Inclusion of women and minority professionals on the admission staff and on visitation teams
- The offering of workshops, seminars, and other presentations of special interest to off-campus minority persons and women.

Students or prospective students who have complaints about the University’s recruitment practices are urged to notify the director of admissions, or if no satisfaction is obtained, the vice president for student affairs should be contacted.

Conditions of Employment — Unclassified Personnel

It is the policy of WSU that conditions of employment be fair and equitable for all people — including potential applicants, applicants, and current employees. This policy, therefore, requires that special effort be undertaken to eliminate any barriers to opportunity that have resulted from such factors as color, race, religion, sex, marital status, national origin, handicap, or disabled/Vietnam era veteran status. This includes, but is not limited to, practices and policies related to recruitment, screening, opportunity to be interviewed, appointment, salary, promotion, leaves, tenure, job assignment, personal respect, training opportunities, participation in governance, fringe benefits, and/or termination.

“Equal treatment” is not sufficient, where past practices have resulted in inequality of opportunity. Each appointing person or person with supervisory responsibility shall:

- Develop a personnel profile of the current unclassified faculty and staff, and review practices and policies in the unit he/she supervises to identify areas of inequality
- Be able to provide, upon request, a plan devised to rectify such inequalities
- Be able, on each appointment, to specify the special effort made to rectify underutilization of excluded or scarce groups
- Review practices, policies, and the personnel profile periodically to determine the progress being made to achieve goals of equal opportunity.

Procedures pertaining to the University policies for unclassified personnel are found in appropriate faculty handbooks and grievance adjustment procedures that shall be distributed to all unclassified personnel.

Part-Time Faculty

It is desirable that persons of faculty rank holding part-time appointments in continuing positions be given greater access to academic life and its privileges.

Conditions of Employment — Classified Staff

It is the policy of WSU that conditions of employment be consistent, fair, and equitable for all persons in the classified service. Employment opportunities, upward mobility, and fringe benefits shall not be affected by race, color, religion, national origin, sex, age, marital status, handicap, or disabled/Vietnam era veteran status of any classified employee or prospective employee.

Procedures pertaining to the University policies for classified employees are found in appropriate staff handbooks and grievance adjustment procedures, which shall be distributed to all classified employees.

Any written Memorandum of Agreement arrived at from meet-and-confer meetings will contain nondiscrimination and affirmative action provisions.

Part-Time Employment — Students

No distinction based on sex, race, ethnic background, handicap, or disabled/Vietnam era veteran status may be made in the employment and/or pay scale of students on the campus. Employers seeking students for part-time, off-campus jobs may not make requests for individuals by sex, race, or ethnic background.

Fringe Benefits

Any fringe benefits appropriate to a particular group of employees are applicable to all employees in that group. All insurance, annuity, and other such contracts shall be examined and where unwarranted differences based on sex exist, efforts shall be instituted to rectify such discrepancies.

Seniority System

Where they exist, seniority lines and lists will not be based solely upon sex or race.

Salaries

Salaries and wages shall not be related to or based on the race, sex, color, religion, age, national origin, handicap, or disabled/Vietnam era veteran status of any employee. As a protected group member is hired, the salary and level of employment must compare favorably with other newly hired employees with the same qualifications.

Promotional-Training Opportunities

The University shall specifically encourage women, minority persons, the handicapped, and disabled/Vietnam era veterans to apply for those positions where they have been previously excluded or limited in representation, including administrative or management positions. Everyone will have equal access to all appropriate training programs.

Financial Aid — Students

Financial aids, including those awarded on the basis of academic merit alone, shall be given without regard to sex, age, race, or ethnic background.

Academic units are encouraged to award a measure of support to students who would not qualify under other criteria but who are underrepresented by sex, race, or ethnic background in that unit.

Faculty Leaves

Sabbatical leaves and all other leaves of absence for scholarly activity and development shall be awarded without regard to race, sex, age, handicap, or disabled/Vietnam era veteran status.

Special efforts shall be made to assure that members of the protected classes are knowledgeable about such opportunities and that they are encouraged to apply. It is recognized that women and minority persons are concentrated in the lower ranks and are therefore among those in greater need of this service.

Testing and Counseling

Testing and counseling are to be carried out in a fashion equitable to all people.

Race, age, or sex-biased tests or evaluations are to be discouraged. Special services to assist the handicapped in testing and examinations will be provided when possible.

The University shall offer a program of formal seminars for students who are preparing for entrance exams for graduate or professional study.

Counselors of different ages, races, and sex are to be available to the students for personal counseling.

Residence Classification for Fee Purposes — Equal Treatment of Men and Women

In accordance with regulations adopted by the Kansas Board of Regents, men and women are required to be treated equally in determining residence classification for fee purposes. The residence...
of married students is required to be determined separately for each spouse. No longer is the residence of a married woman determined by the residence of her husband. Neither spouse is to be advantaged or disadvantaged by the residence status of the other spouse.

Nondiscrimination of Housing — On-Campus and Off-Campus

In accordance with the basic policy of Wichita State University concerning human rights, no assignment in University owned or controlled housing may be made on the basis of race, creed, or color. It is the policy of the University to refuse to list or refer off-campus housing for student consideration unless the owner or landlord of such housing has agreed to abide by the nondiscrimination provisions of the Wichita Ordinance Against Discrimination. The following actions implement this policy:

- The nondiscrimination policy of WSU concerning housing assignments in University owned or controlled housing is explicitly stated as a term of the University’s Room and Board Contract.
- As a precondition for the listing with the WSU housing officer of any off-campus housing, the owner or landlord thereof must sign a statement on the Wichita State University Housing Form agreeing to abide by the nondiscrimination provisions of the Wichita Ordinance Against Discrimination.

Job Placement Activities

No distinctions based on sex, race, or ethnic background may be made in any aspect of the job placement activities of the University. This policy applies equally to activities related to career placement, whether with private employers or the University, and to placement of students in part-time jobs, both off campus and on campus. The following actions and guidelines are involved in the implementation of this policy:

- Faculty and staff shall notify the Career Planning and Placement Center of available job positions so that these opportunities are accessible to all students who may be qualified to fill them.
- Private employers shall be informed of the University’s nondiscrimination policy, and, as a condition of eligibility to engage in on-campus recruiting, shall be required to sign a statement agreeing to abide by it.
- Students and representatives of private employers shall be informed in advance of any job interview of the matters which are deemed under relevant legal guideline to be discriminatory and inappropriate for inquiry in a job interview.

University Publications

The University policy of nondiscrimination and affirmative action shall be reflected in all materials, brochures, announcements, advertisements, pictures, and audio visual productions which bear the University name or in any way represent the University.

Such University publications will not present statements that depict racial or ethnic groups, women, or handicapped individuals in a stereotyped manner. The diverse population of the University community will be manifested in such publications.

University-Related Organizations

It is a basic policy of Wichita State University that membership in University-related organizations be available without regard to race, sex, religion, ethnic background, national origin, handicap, or disabled/Vietnam era veteran status. Only two exceptions are recognized: (1) gender is a proper membership qualification for social fraternities and social sororities; (2) a religion qualification may be required by organizations whose aims are primarily sectarian. Organizations that do not meet the standards of this policy are not entitled to University recognition and the privileges attendant to such recognition. These privileges include the use of University facilities, participation in student fee appropriations, and identification with the University through organization names, letterheads, etc. The following actions and guidelines are involved in implementation of this policy:

- A current description of membership criteria and selection processes is required to be filed and made a matter of public record in the Division of Student Affairs and the Student Government Association office by each organization that has been accorded University recognition or that is seeking University recognition.
- Complaints may be addressed to the Office of Student Affairs, which, upon receipt of a complaint from any person, or upon its initiative, may conduct an inquiry into the membership practices of any organization that has been accorded or is seeking University recognition.
- Organizations that have been accorded University recognition are subject to loss of recognition for violation of this policy.

Additional Aspects of the Program

Detailed procedures for the recruitment and selection of unclassified and classified personnel are described in the respective University Affirmative Action Handbooks incorporated as an integral part of this program.

Likewise, the annual reports prepared by the director of employee relations and the assistant dean of faculties for personnel will be considered integral parts of this program, and the detailed work force and utilization analyses with supporting charts, documents, summaries, and evaluations will represent yearly up dates to the program, establishing future goals and timetables.

Grievances based on discrimination and/or violation of the affirmative action program may be filed by unclassified personnel in accordance with the Faculty Grievance Procedure and by classified personnel in accordance with the Classified Grievance Procedure. Students may file grievances with the Office of Student Affairs. The aforementioned grievance procedures are considered a part of the Affirmative Action Program and are referenced in faculty and staff handbooks. Copies of the appropriate grievance procedure are also available upon request from the assistant dean of faculties for personnel and the director of employee relations.
Policy Statement on Sexual Harassment of Students

Wichita State University is committed to creating and maintaining a community in which students, faculty, administrative and academic staff can work together in an atmosphere free of all forms of sexual harassment, exploitation, or intimidation. Every member of the campus community is reminded that WSU is strongly opposed to sexual harassment, that such behavior is costly in human terms and is prohibited by law and by University policy. The University is committed to prevent all forms of sexual harassment and to take corrective action whenever it may be required.

Sexual harassment is identified as follows:

Unwelcome sexual advances, requests for sexual favors and other written, verbal, or physical conduct of a sexual nature constitutes sexual harassment, when:

1. Submission to such conduct is made either implicitly or condition of instruction, employment or participation in other University activity;

2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

Every member of the University community is urged to be conscientious in evaluating his/her own behavior in light of this policy. All incidents of sexual harassment should be reported promptly to the Office of the Vice President for Student Affairs.

Informal and formal procedures have been developed for complaints concerning sexual harassment and are available from the following campus offices: vice president for student affairs, Student Life and Services, academic deans (colleges), student ombudsman, Counseling Center, and the Women's Resource Center. Confidentiality will be respected for any student making an inquiry.

Resolution of Student Sexual Harassment Issues

Informal Resolution

1. You are encouraged to discuss the issue with the vice president for student affairs or his/hers designee in a timely manner. You may decide to delay bringing your issue to the attention of the vice president for your own reasons. Your reasons will certainly be respected, however, in no case may a formal complaint be taken after six months of the alleged incident.

2. The vice president or designee, with your permission, will ascertain pertinent information or discuss the issue with persons involved in the issue.

3. Every effort will be made to resolve the issue through the informal process. Failing resolution through the informal process, you may wish to a) seek additional advice; b) seek formal resolution; c) drop the issue.

Formal Resolution

1. A formal, signed complaint must be filed with the vice president for student affairs within six months of the incident. The vice president will forward a copy to the accused. Hearing guidelines will also be enclosed. The Hearing Committee will consist of four members to be selected from a pool of candidates submitted by the University Senate, Student Government Association, and the Personnel Relations Committee. The complainant and the respondent may each challenge one committee member. Another member will then be selected from the pool.

2. The vice president will convene the Sexual Harassment Hearing Committee within 15 working days of receiving the formal complaint.

3. The chairperson shall orient members to their responsibility. The dean shall be responsible for implementing procedures, record keeping, and preparing a written statement of committee findings and recommendations.

4. The dean of student life and services, assistant dean of faculty, and Director of Employee Relations shall vote only when they are in the position of chairperson and only in the case of a tie vote.

Hearing Guidelines

1. The chairperson will read the student's written complaint to the committee without identifying either party.

2. The committee may decide not to act upon the complaint because the incident does not fulfill the conditions stipulated for sexual harassment. In such cases, it may ask the dean of student life and services to counsel the student about alternative methods of dealing with the problem.

3. If the committee feels that it can deal with a complaint to the committee effectively, the student and respondent involved will be identified and a hearing date will be scheduled within 10 working days.

4. Each party may request one unconditional postponement of the hearing from the committee; additional postponements shall be granted only at the committee's discretion. The committee will reschedule at a date to be determined.

5. Both complainant and respondent have the right to be accompanied by a member of the University community at any and every stage of this procedure, but they may not be formally represented by an attorney at the hearing.

6. All proceedings will be confidential. All parties must understand that the confidentiality is intended to protect the rights of all those involved.

Complaints Directed Against Staff

Director of Employee Relations, chairperson
Dean of student life and services
1 Male - classified
1 Female - classified
1 Male - student
1 Female - student

Unclassified Accused

Assistant dean of faculty, chairperson
Dean of student life and services
1 Male - faculty
1 Female - faculty
1 Male - student
1 Female - student

Student Accused

Dean of student life and services, chairperson
Assistant dean of faculty
1 Male - student
1 Female - student
1 Male - faculty
1 Female - faculty
7. The respondent and complainant shall have the right to present evidence, testimony, and witnesses in their own behalf, and shall have the opportunity to know the nature and source of the evidence and testimony presented at the hearing.

8. No party to the proceeding shall be compelled to present evidence or testimony that is self-incriminating, nor shall any part be made to stand twice on the same allegation.

9. All hearings shall be closed to the public.

10. Witnesses will be excluded from the hearing during the testimony of other witnesses.

11. Reasonable objections to the substance or procedure of the hearing may be made by either party and shall be entertained at any time by the committee. Any difference among the members of the committee as to the substance or procedure of the hearing shall be decided by majority vote of the committee.

Proceedings

1. Proceedings before the committee shall be as follows unless modified or altered by the committee:
   a. The chair shall read the charge(s) and allow the respondent to either admit or challenge the allegation.
   b. The complainant may present a brief opening statement, followed by the same from the respondent.
   c. The complainant will present any and all evidence and testimony germane to the allegations.
   d. The respondent may present any and all evidence and testimony germane to the allegations.
   e. The complainant may briefly summarize his or her case to the committee, followed by the respondent who may do the same.
   f. If additional information is available and seen as having relevance to the case, the committee may elect to recess for a period of time in order to gather this information.

2. A tape recording of the hearing shall be kept as a closed record. The record shall include but not be limited to a taped recording of the hearing, the committee's findings of fact and recommended action and the president's final determination.

3. Within fifteen (15) working days after the conclusion of the hearing the committee shall submit a written decision on the validity of the accusation to the president, the complainant and the respondent. The committee's findings shall include the reasons and rationale for their decision and a recommendation for appropriate resolution of the matter by the president of the University. One of the following resolutions may be selected.
   a. Dismissal of the case;
   b. A letter of warning to the offender, with a copy placed in the offender's official file;
   c. A letter of reprimand to the offender, with a copy placed in the offender's official file;
   d. Such disciplinary action as is appropriate for employee or student violation of University policy, taking into consideration the recommendation of the committee;
   e. Referral to the appropriate termination procedure;
   f. Initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.

4. The president shall, within ten (10) working days of the receipt of the committee's findings, notify the committee chair, the complainant and respondent of the action taken.

5. The complainant or respondent may make a written response to the president regarding the committee's action. They may present additional information, concerns or complaints regarding the committee recommendation.
APPENDIX K

Policy on Preventing Conflicts of Interest

The University and the administration have endorsed a statement entitled “On Preventing Conflicts of Interest in Government-Sponsored Research at Universities.” The sense of the University’s endorsement is that the statement is pertinent to all sponsored research and service activities. The statement is set out below.

The increasingly necessary and complex relationships among universities, Government, and industry call for more intensive attention to standards of procedure and conduct in Government-sponsored research. The clarification and application of such standards must be designed to serve the purposes and needs of the projects and the public interest involved in them and to protect the integrity of the cooperating institutions as agencies of higher education.

The government and institutions of higher education, as the contracting parties, have an obligation to see that adequate standards and procedures are developed and applied; to inform one another of their respective requirements; and to assure that all individuals participating in their respective beholden are informed of and apply the standards and procedures that are so developed.

Consulting relationships between university staff members and industry serve the interests of research and education in the university. Likewise, the transfer of technical knowledge and skill from the university to industry contributes to technological advance. Such relationships are desirable, but certain potential hazards should be recognized.

A. Conflict Situations

1. Favoring of outside interests. When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are:

a. Undertaking or orientation of the staff member’s university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency,

b. Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has the interest without disclosure to such interest,

c. Transmission to the private firm or other use of personal gain of Government-sponsored work products, results, materials, records, or information that are not made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of Government-sponsored research results where there is significant additional work by the staff member independent of his Government-sponsored research);

d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member’s Government-sponsored activities. (The term “privileged information” includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements);

e. Negotiation or influence upon the negotiation of contracts relating to the staff member’s Government-sponsored research between the university and private organizations with which he has consulting or other significant relationships;

f. Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-sponsored research project, or extension of gratuities or special favors to employees or the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

2. Distribution of effort. There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the Government agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research, or he agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected. Each university, therefore, should — through joint consultation of administration and faculty — develop procedures to assure that proposals are responsibly made and complied with.

3. Consulting for Government agencies or their contractors. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President’s memorandum of May 2, 1963, Preventing Conflicts of Interest on the Part of Special Government Employees. When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the university and to the contractor or prospective contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation of the work for another organization with which he has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

B. University Responsibility

Each university participating in Government-sponsored research should make known to the sponsoring Government agencies:

1. The steps it is taking to assure an understanding on the part of the university administration and staff members of the possible conflicts of interest or other problems that may develop in the foregoing types of situations, and

2. The organizational and administrative actions it has taken or is taking to avoid such problems, including:

a. Accounting procedures to be used to assure that Government funds are expended for the purposes for which they have been provided, and that all services which are required in return for these funds are supplied;

b. Procedures that enable it to be aware of the outside professional work of staff members participating in Government-sponsored research, if such outside work relates in any way to the Government-sponsored research;

c. The formulation of standards to guide the individual university staff members in governing their conduct in relation to outside interests that might raise questions of conflicts of interest; and

d. The provision within the university of an informed source of advice and guidance to its staff members for advance consultation on questions they wish to raise concerning the problems that may or do develop as a result of their outside financial or consulting interests, as they relate to their participation in Government-sponsored university research. The university may wish to discuss such problems with the contracting officer or other appropriate Government official in those cases that appear to raise questions regarding conflicts of interest.

The above process of disclosure and consultation is the obligation assumed by the university when it accepts Government funds for research. The process must, of course, be carried out in a manner that does not infringe on the legitimate freedoms and flexibility of action of the university and its staff members that have traditionally characterized a university. It is desirable that standards and procedures of the kind discussed be formulated and administered by the university community itself, through their
joint initiative and responsibility, for it is they who are the best judges of the conditions which can most effectively stimulate the search for knowledge and preserve the requirements of academic freedom. Experience indicates that such standards and procedures should be developed and specified by joint administrative-faculty action.
APPENDIX L

Policies and Procedures for the Reduction of Unclassified Staff for Budgetary Reasons

The following document entitled "Policies and Procedures for the Reduction of Unclassified Staff for Budgetary Reasons" was adopted by the University faculty on May 17, 1976.

Preface

This document, the result of nearly two years of deliberation, represents the best efforts of the Wichita State University faculty to set up policies for use should the time arise when, due to a sharp decline in credit hour production, the Regents declare that a number of faculty positions must be cut from the budget. The faculty undertook this project at this time while the University is continuing to grow so that its deliberations could be as free as possible from blinding pressures of personal, college, and departmental loyalties which would become inordinately intense if such cuts were to be immediate. Every attempt has been made to ensure the welfare of the University and its various programs, while at the same time preserving the most humane treatment possible for those who have served it as faculty members. The following procedures are to provide a formal process of retrenchments on the event of a declaration of financial exigency or other budgetary emergency.

I. Committee Structure

The following committees shall be selected each year and elect their own chairpersons:

A. College Advisory and Appeals Committees for Retrenchment

1. Each degree-granting college shall select a committee of its faculty according to the same procedures it uses to select its Tenure and Promotion Committee, or by other procedures adopted by the faculty of the college, except that
a. The college dean shall not be a member of this committee; and
b. an affirmative action officer of the college shall be a non-voting member of the committee.

2. An election shall be held to elect from the unassigned unclassified staff a committee of six members by which such staff shall be represented. No more than two members of the committee shall be from the same division of the unassigned staff. In addition to the elected members, an affirmative action agent will be designated as a non-voting member by the WSU Affirmative Action Office.

B. The University Advisory and Appeals Committee for Retrenchment

The University Retrenchment Committee shall comprise the chairpersons of each College Retrenchment Committee, the University affirmative action officer as a non-voting member, and a representative of the Student Government Association.

II. Restrictions and Guidelines

A. Prima Facie Restrictions

Each of the following restrictions expresses a reasonable expectation about the criteria that will be used to select those persons to be terminated for budgetary reasons; but it is possible, even likely, that on occasion these restrictions shall conflict with one another and that on these occasions one or more of them will have to be violated. All parties contributing to programs of retrenchment constructed under part III of this document are enjoined to adhere to these restrictions to the fullest extent possible and to deviate from them only to the extent required by the best interests of the university. Any report at any level recommending the termination of any individual in such a way as to violate any of these restrictions must be accompanied by a full explanation of the reasons for such a recommendation.

1. Termination should not be made in any way which would prevent any unit of the university from performing the tasks appointed for it.

2. Any terminations in any given unit which are based on the decreasing demand for the services of that unit should be based on services over no less than a three year period.

3. Terminations within a given department or unit should ordinarily be made according to rank [(lecturers, part-time faculty and graduate assistants first), followed in order by assistant instructors, instructors, assistant professors, associate professors, professors] and within rank according to years of service at the university at that rank.

4. Terminations should be made in such a way as to maximize compliance with the university's obligations to affirmative action guidelines.

5. Administrative terminations should be made in the same proportion as faculty terminations.

B. Mandatory Guidelines on Termination of Staff for Budgetary Reasons

1. If the University because of financial exigency terminates appointments, no new state funded positions will be established except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. The appointment of a faculty member with tenure will not be terminated in favor of retaining within the department a faculty member without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result. The existence of "extraordinary circumstances" shall be determined by the University Retrenchment Committee. The appointment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure in another unit of that college, if the tenured faculty member can establish with the College Retrenchment Committee that he/she is at least as qualified for the position as the untenured faculty member.

2. Except in the utmost emergency, which could not have been foreseen, the standards of due notice of non-reappointment stated in the University Handbook for Faculty shall not be violated.

3. In all cases of termination of appointment because of financial exigency, the place of the tenured faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time (not to exceed 60 days) in which to accept or decline it.

4. Any tenured faculty member chosen for termination on the grounds that he/she is less competent in performance than someone who otherwise would have been terminated instead, must be terminated according to the procedures for Termination for Inadequate Performance.

5. If a dean recommends a retrenchment program requiring the elimination of a department or a degree or certificate program, it may not be approved either by a College Retrenchment Committee or by the University Retrenchment Committee unless the elimination of the program has been approved by a majority of representatives of the college in which that department or program is located. (This document states the possibility and conditions of a retrenchment committee's being overruled by a dean or by the president. Hence this wording in no way confers a veto power on the elimination of departments to the faculty.)

III. Procedures to be Followed When a State of Financial Exigency Has Been Declared by the Kansas Board of Regents

A. The president shall announce to the deans and the University Retrenchment Committee that the Kansas Board of Regents has declared a state of financial exigency for the University and his proposed plan for,

1. The number of positions to be eliminated from the central administrative staff of the University.

2. The number of positions to be eliminated from each college and

3. The calendar for procedures to determine cutbacks.

B. The University committee will

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1 The term "college dean" shall refer to the deans of the degree-granting colleges and to the administrator charged by the president with developing the retrenchment program for unassigned staff.

2 The term "college committee" shall refer to this committee as well as those defined in I/A/1.
1. Review the entire program of retrenchment for the University to see that it conforms with the restrictions and guidelines (Part II),
2. Consult with the deans concerning the proposed retrenchment program, and
3. File with the president and the deans any changes it recommends in the retrenchment program and the committee’s reasons for those changes.

C. After reviewing the University committee recommendations, the president will send to the deans and the University committee a copy of the final University retrenchment program and the reasons for any departures from the University committee’s recommendations.

D. The dean of each college shall announce to the college
1. The number of positions provisionally to be eliminated from the administrative staff of the college,
2. The number of positions provisionally to be eliminated from each department within the college.

E. The chairperson of each department shall consult with the tenured faculty of the department, or a representative committee thereof, according to the procedures used in the making of recommendations for tenure, and shall then provide the dean in writing
1. Any evidence that serious programmatic difficulties would result from the proposed retrenchment in the department or other departments or colleges,
2. Recommendations of the department concerning the particular individuals to be terminated, including the reasons for those recommendations.

F. The dean shall, in consultation with his/her staff and taking into account the written arguments from department chairpersons, 
1. Design a program of retrenchment designating each member of the college to be terminated, containing explicit reasons for the termination of any tenured faculty member, or for any deviation from restrictions in Part II or college restrictions and guidelines,
2. Inform each department chairperson of
   a. The particular individuals designated for termination from that department,
   b. Any reasons explicitly stated in the college retrenchment program for the selection of those individuals,
   c. The number of persons designated for termination from other departments and from the administrative staff of the college.
3. Inform in writing each person designated for termination of his/her status, any reasons explicitly stated in the college retrenchment program for his/her designation for termination, and of his/her right to appeal as below,
4. Present the entire program of retrenchment, including chairpersons’ recommendations, to the college retrenchment committee.

G. The college retrenchment committee shall
1. Maintain confidentiality with respect to the names of individuals designated for termination to the extent permitted for the adequate fulfillment of their charge,
2. Hear any appeals from tenured or probationary staff according to the definitions of charges and procedures given in Part IV, and
3. Report its findings to the dean and to the appellant.

H. The dean shall take appropriate actions on the committee recommendations concerning appeals from III/B, and report to the committee any modifications he/she wishes to make in the college retrenchment committee.
He/she shall also report these changes to the appropriate chairpersons and individuals as in F/2-3.

I. The college retrenchment committee shall
1. Review the entire program of retrenchment for the college to see that it conforms to college restrictions and guidelines, if any, and the restrictions and guidelines in Part II of this document,
2. Consult with the dean concerning the proposed retrenchment program, and
3. File with the dean any changes it recommends in the retrenchment program and the committee’s reasons for those changes.

J. The dean shall modify the college retrenchment program as he/she deems appropriate in the light of the committee’s recommendations, and shall
1. Inform the college retrenchment committee of the changes he/she has made, and of the reasons for not accepting any committee recommendations that he/she has rejected,
2. Inform each department chairperson of
   a. The particular individuals from that department designated for termination in the modified retrenchment program from that department,
   b. Differences between the dean and the college committee concerning individuals to be terminated from that department,
   c. His/her reasons for rejecting the recommendations in section J/2/b,
3. Inform in writing each individual designated for termination in the modified retrenchment program of his/her status, of the dean’s reasons if the college committee does not concur in that designation, and of any right to appeal.

K. The college retrenchment committee will
1. Hear appeals from any tenured or probationary staff designated for termination in the modified retrenchment program of any college but not designated for termination in the original retrenchment program of that college,
2. Report its findings to the appropriate dean and the faculty member.

L. The dean shall present a report of the college’s retrenchment program to the vice president for academic affairs who shall transmit these reports to the deans of the other colleges, this report to include
1. The modified retrenchment program of the college, together with supporting arguments,
2. Copies of all recommendations from chairpersons, together with supporting arguments,
3. A list of all recommendations from the college retrenchment committee that were not accepted, together with the committee’s reasons for those recommendations and the dean’s reason for rejecting them.

M. The University Retrenchment Committee shall
1. Hear any appeals, according to the definitions of charges and procedures given in Part IV, from any member of the central administrative staff of the University designated for termination by the vice president for academic affairs, and
2. Hear appeals from any college based on programmatic impact in that college of decisions made in other colleges,
3. Recommend to the vice president for academic affairs appropriate procedures for redress of any appeals it upholds from M/1-2.

N. The vice president for academic affairs shall act on the recommendations, if any, from M/3.

O. The vice president for academic affairs shall transmit to the President
1. The complete report on retrenchment from each college,
2. His/her recommendation for termination from the central administrative staff of the University,
3. The recommendations of the University Retrenchment Committee concerning central administrative staff appeals,
4. His/her own responses concerning the recommendations of the University Retrenchment Committee.

P. The president shall in consultation with his/her staff
1. Construct a program of retrenchment for the University,
2. Notify the University Retrenchment Committee of the entire program, and of the reasons for any deviations from recommendations of the University Retrenchment Committee,
3. Notify each dean of
   a. Any changes he/she has made in the modified retrenchment program presented by the dean, and
   b. His/her reasons for those changes,
4. Notify each department chairperson of
   a. The individuals to be terminated from that department, and

The procedures are designated to allow each faculty member only one opportunity to appeal if that appeal results in a negative recommendation by the committee to which he/she appeals.

74
b. His/her reasons for any terminations not recommended by the college retrenchment committee,
c. The numbers of individuals to be terminated from other departments of that college,

5. Notify each individual to be terminated under his/her program of his/her termination,
6. Notify any individual to be terminated under his/her program who has not had prior opportunity to appeal his/her case of his/her right to appeal according to the procedures in Part IV.

Q. The appropriate college retrenchment committee (for central administrative staff, the University Retrenchment Committee) shall hear appeals according to definitions of charges and procedures given in Part IV, from any tenured or probationary faculty member who is designated for termination in the report of the president and has not had prior opportunity to appeal his/her designation for termination.

R. President shall act on any upheld appeals and notify the appellants.

IV. Appeals Procedures

Sections G, K, M and Q of Part III of this document describe conditions under which a member of the unclassified staff may appeal a decision to designate him/her for termination. All appeals from probationary and tenured faculty members will go to their College Advisory and Appeals Retrenchment Committee, and appeals from central administrators will go to the University Advisory and Appeals Retrenchment Committee. Such a staff member, hereinafter referred to as the appellant, shall file his/her appeal with the chairperson of the committee described in the section under which the appellant is appealing, hereinafter referred to as the Appeals Committee, basing his/her appeals on the charges described in the following:

A. If the appellant alleges that a decision not to reappoint him/her was based significantly on considerations violative of (1) academic freedom or (2) governing policies precluding prejudice with respect to race, sex, religion, or national origin, the allegation shall be given preliminary consideration by the Appeals Committee which shall seek to settle the matter by informal methods. The allegation shall be accompanied by a statement that the appellant agrees to the presentation, for the consideration of the committees hearing the appeals, of such reasons and evidence as the institution may allege in support of its decision. If the difficulty is unresolved at this stage, and if the committee or the faculty member so recommends the matter will be heard in the manner set forth in Regulations 5 and 6 of the 1972 AAUP Recommended Institutional Regulations on Academic Freedom and Tenure, except that the appellant is responsible for stating the grounds on which he/she bases his/her allegations, and the burden of proof shall rest on him/her. If the appellant succeeds in establishing a prima facie case, it is incumbent upon those who made the decision not to reappoint him/her to come forward with evidence in support of their decision.

B. If the appellant alleges that the decision to designate him/her for termination was based on inadequate consideration, the Appeals Committee shall review the faculty member’s allegation and shall determine whether the decision was the result of inadequate consideration in terms of the relevant standards of the University. The Appeals Committee shall not substitute its judgment on the merits for that of those making the decision. If the Appeals Committee believes that adequate consideration was not given the appellant’s qualifications, it will request reconsideration by those who made the decision to designate the appellant for termination, indicating the respects in which it believes the consideration may have been inadequate. The Appeals Committee shall provide copies of its findings both to the appellant and to those who made the decision to designate the appellant for termination.
In response to petitions from organizations and faculty members, the Kansas Public Employee Relations Board, in Case 75-UD-1-1980, held hearings to determine the appropriate bargaining unit for WSU faculty if, in the future, the WSU faculty choose to form a union and engage in the "meet and confer" process. The decision is set out below.

The appropriate bargaining unit of the faculty of Wichita State University, subject to the provisions of [certain joint stipulations regarding Directors, academic assignments, part-time, and temporary faculty] shall be comprised in the following manner:

(a) **INCLUDE:** All unclassified personnel with the faculty ranks of instructor or higher, whose duties are 50% or more teaching and/or research and/or library or media service.

(b) **EXCLUDE:** University president, vice-president, assistant and associate vice-presidents, deans, assistant and associate deans, department chairpersons, the registrar, ROTC personnel, and all other not specifically listed in (a) above.