HLC Accreditation 2016-2017

Evidence Document

WSU Policies and Procedures Manual

Chapter 20 / Miscellaneous

Additional information: Available online: http://webs.wichita.edu/inaudit/ch_20.htm (accessed August 6, 2016)
CHAPTER 20 / MISCELLANEOUS POLICIES

20.01 / Kansas Open Records Act (Most Recent Revision Date: May 1, 2001)
20.02 / Crisis Management Planning and Preparedness (Effective Date: December 1, 1999; Most Recent Revision Date: February 6, 2009)
20.03 / Closing of the University in the Event of Severe Weather or Other Emergency Situations (Most Recent Revision Date: January 10, 2006)
20.04 / Tornado Warnings
20.05 / Software Copying
20.06 / Charge Back Evaluation Committee
20.07 / Fax Transmissions
20.08 / Workforce, Professional & Community Education (Effective Date: March 25, 2016)
20.09 / Vacated
20.10 / Fundraising Efforts Involving Naming Opportunities (Other Than Buildings or Facilities) (Effective Date: May 1, 2001)
20.11 / Use of the University's Name, Seal, Logos or Marks (Effective Date: November 1, 2001; Revision Date: February 1, 2010)
20.12 / Usage of Multi-Passenger Vans (Effective Date: June 19, 2001; Most Recent Revision Date: November 1, 2006)
20.13 / Internal Mail Distribution System (Effective Date: March 17, 1998)
20.14 / Use and Operation of U.S. Postal Substation (Effective Date: May 15, 1998)
20.15 / Usage of University Mailing Permits (Effective Date: October 9, 2001)
20.16 / Food Service (Effective Date: February 5, 2003; Most Recent Revision Date: August 17, 2004)
20.17 / Protected Health Information (Effective Date: April 14, 2003)
20.18 / Privacy of Financial Information (Effective Date: May 23, 2003)
20.19 / Driving State Vehicles (Effective Date: February 15, 2006; Most Recent Revision Date: July 14, 2011)
20.20 / External Grievance Procedure (Effective Date: December 1, 2006)
20.21 / Emergency Response and Evacuation (Effective Date: January 20, 2009)
20.22 / Sustainability (Effective Date: October 1, 2009)
20.23 / Retention of University Records (Effective Date: April 15, 2010)
20.24 / Designating University Title IX Coordinators and Associate Coordinators (Effective Date: September 15, 2011; Most Recent Revision Date: March 25, 2016)
20.01 / Kansas Open Records Act

The Kansas Open Records Act requires the University to name an official custodian of records to whom all requests for access to or copies of University public records must be made. The University's General Counsel is hereby designated as the University's official custodian of record for purposes of the Kansas Open Records Act.

The Kansas Open Records Act requires that a freedom of information officer be designated to provide assistance relative to facilitating implementation of the Act. The University's Associate Vice President for University Relations is hereby designated as the University's freedom of information officer for purposes of the Kansas Open Records Act.

Faculty and staff who receive requests for access to or copies of University public records should direct the persons with requests to the General Counsel. Faculty and staff who receive requests for information about or assistance with regard to the Kansas Open Records Act should direct the persons with the need for assistance to the Associate Vice President for University Relations. Guidelines for requesting information under the Kansas Open Records Act follow.

Kansas Open Records Act - Implementation Procedures:
Requests will come to the General Counsel who will determine who should fill each request. A copy of the request will be forwarded to the person considered responsible for filling the request. Those records to which access has been requested and/or copies of records, if requested, should be made available to the General Counsel as soon as possible. Kansas Open Records Act requests MUST be filled not later than three days after the request is received by the University.

Along with the records made available to the General Counsel, the following information should be provided:

- Number of staff hours needed to obtain and/or copy records.
- Number of pages copied.
- Title or brief description of records obtained for inspection or copied.

If a request cannot be filled within the stipulated three-day period, written justification must be provided on behalf of the University within three days. The justification should indicate the earliest date the request can be filled. If a request cannot be filled at all, written justification must be provided to the requester within the stipulated three-day period.

Kansas Open Records Act Guidelines:
Requests to Wichita State University for access to or copies of public records under the Kansas Open Records Act must be made in accordance with the following guidelines:

Records must be requested through:

Vice President and General Counsel
Official Custodian of Records
Wichita State University
Wichita, KS 67260-0205

Requests for access to or copies of public records must:
Be in written form.
Include the name and address of the requester.
Provide information necessary to determine the record(s) to which the requester seeks access.

The Custodian may ask the requester to sign a statement indicating knowledge of K.S.A. 45-230 and the intent to comply with said law.

Records may only be inspected in:

Morrison Hall, Suite 201
Wichita State University
8:00 a.m. - 5:00 p.m. Monday - Friday

During periods when the University is closed or not in session (except Saturday, Sunday, holidays, weather closedowns or other emergencies), the General Counsel's office will be open from 9:00 - 11:00 a.m. for purposes of access to or copies of University public records. Public records kept in computer files may be inspected in printed form only.

Payment Procedures:
After the costs have been determined, payment must be made to Wichita State University at the cashier's window on the second floor of Jardine Hall or as otherwise arranged.

Fee schedule for access to and copies of public records:

1. Public records in print:
   a. Access: $20.00/hour of staff time necessary to obtain records; no charge for requesting less than 30 minutes of staff time to obtain.
   b. Copying: $0.10/page

2. Public records kept in computer files:
   a. Access to public record(s) stored on computer files that can be accomplished using retrieval software already available and without software modification(s): $50.00/hour of staff time necessary to obtain the printout(s); no charge for request requiring less than thirty minutes of staff time to obtain.
   b. Access to public record(s) stored on computer files that requires custom programming time to retrieve and process: $75.00/hour of staff time necessary to provide custom programming and retrieve and process the requested information.

Freedom of Information Officer:

The University's Freedom of Information Officer may be contacted at:

Associate Vice President for University Relations
107 Morrison Hall, Campus Box 62
Wichita State University
Wichita, Kansas 67260-0062
316.978.6288
barth.hague@wichita.edu

The University's Freedom of Information Officer shall:

- prepare and provide educational materials and information concerning the Kansas Open Records Act
- be available to assist the University and members of the general public to resolve disputes relating to the Kansas Open Records Act
- respond to inquiries relating to the Kansas Open Records Act
- prepare and disseminate an informational brochure as required by the Kansas Open Records Act
Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

Revision Date:
November 6, 2000
May 1, 2001
20.02 / Crisis Management Planning and Preparedness

Purpose:
Establish crisis management plan for the University.

Preamble:
In order to have a prudent and responsible plan of response to emergency or crisis situations involving death, serious injury, destruction of University physical plant or that threaten continued operation of the University, the following crisis management plan is hereby adopted and put in place.

Policy Statement:

Executive Policy and Decision Team

1. The University shall have an Executive Policy and Decision Team made up of the President, the Provost and Senior Vice President, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the Vice President and General Counsel. The Vice President and General Counsel shall serve as primary coordinator of Team activities with each member being responsible, during a declared crisis situation, for arranging communication with, and facilitating operations by, their particular division. The Executive Policy and Decision Team shall, to the extent reasonably possible, establish and maintain communications with the President during any period when the President is away from campus or Wichita.

2. Only the President or an officially designated member of the Executive Policy and Decision Team (after first conferring with the President, if possible) shall have authority to declare a University crisis situation.

3. Crisis situations would include, but not necessarily be limited to, the following: physical destruction of one or more campus buildings or facilities, including data processing capabilities [weather or natural disaster, bomb, fire, chemical explosion]; any situation on campus where individuals are injured or killed [weather or natural disaster, laboratory explosion, fire, construction accident]; actual or threatened criminal violence on campus [workplace violence, hostage situation]; a death in a University building or residence hall [suicide, accident, criminal violence, weather or natural disaster]; or an accident or incident involving a University group or activity which results in death or serious injury [transportation of students or athletic team].

4. The Executive Policy and Decision Team shall approve overall priorities and strategies; approve public information reports and instructions; and act as liaison with governmental and external organizations.

Pre-Event Activities

1. The Executive Policy and Decision Team will coordinate and work with existing University groups and committees as appropriate and required to put the University in the best possible situation to be prepared and address foreseeable crisis situations. The Team will designate specific committees to assist with assigned tasks and assignments, including, but not limited to, a "Critical Incident Planning Group," a "Business Continuity Committee," a "Behavior Intervention Team," a "Communications Team" and a "Health Risk Assessment Committee."

2. The Executive Policy and Decision Team shall work to achieve compatibility with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Homeland Security Directives, and Kansas Executive Order 05-03.
3. The Executive Policy and Decision Team shall work to establish open channels of communication between the University and local fire, police, emergency and counseling services, including collaboration with local crisis responders on anticipated actions in event of a crisis at the University or in the community of Wichita.

4. The Critical Incident Planning Group will initiate training programs and requirements for all University employees and make regular reports to the Executive Policy and Decision Team.

5. The Critical Incident Planning Group will initiate testing of all existing crisis notification/communication systems on a regular basis and make regular reports to the Executive Policy and Decision Team.

6. The Critical Incident Planning Group will initiate situation-specific drills and/or "table-top" exercises to:
   i. Evaluate lock-down capabilities.
   ii. Provide "active shooter" training for the University Police Department.
   iii. Evaluate the University's ability to plan for interference with University operations.

7. The Executive Policy and Decision Team will develop and maintain procedures and an "action plan" to carry out and implement its duties under this policy.

8. The Executive Policy and Decision Team will meet at least two (2) times during each twelve (12) month period to review its readiness to respond to any particular crisis situation and to update, as required, its developed procedures and "action plan."

9. Members of the Executive Policy and Decision Team will keep current telephone numbers on file with the President's Office, the University Police Department and the University Communications Office.

10. The Behavior Intervention Team shall establish and implement campus threat assessment procedures and resources.

**Responding to a Crisis Situation**

1. Upon the declaration of a University crisis situation, members of the Executive Policy and Decision Team shall meet immediately, said meeting to be on campus if possible, in one of the several previously identified locations (said location to be dependent upon the particular nature of the declared crisis). The members of the Team shall be guided by the following principles:
   i. Preserve and protect life above all.
   ii. Provide open communication with the University community and the community-at-large, including utilization of a calling tree/chain of contact.
   iii. Identify an on-site incident commander as quickly as possible.
   iv. Seek liaison with the University Police Department and other specific departments as appropriate and required under the circumstances of the particular situation.

2. The Executive Policy and Decision Team should be prepared to report to the President within four (4) hours of its first meeting to review actions and/or steps being implemented in any particular crisis situation. The Team is authorized to move forward and/or make decisions without specific approval of the President.

3. The Executive Policy and Decision Team shall, as soon as reasonably feasible, initiate communications with and to all appropriate constituencies utilizing some or all of the following technologies: text messaging, E-mail blasts, digital communications, webpage(s), existing weather sirens, telefacsimile transmissions, telephone, walkie-talkie, etc. The Team should, at all times, strive to authorize and/or provide:
   i. Timely and accurate updates.
   ii. An identified and accessible liaison to the media.
   iii. A centralized location for updates and press conferences. It is recognized that those interested in the
University will want to hear from the President, as and if reasonably possible.

4. The Executive Policy and Decision Team shall initiate counseling/support to the University community, including crisis victims and the families of any victims. Such counseling should be made available on campus, if appropriate, with trained and licensed providers. The Team shall also seek to make University staff available while counseling support is pending.

5. The Executive Policy and Decision Team will remain active and operational until the crisis situation is declared to be ended by the President of the University, or the President's designee.

Post-Crisis Activities

1. The Executive Policy and Decision Team shall conduct debriefing activities to evaluate the handling of any crisis and the effectiveness of the response thereto.

2. The Executive Policy and Decision Team shall update, revise and amend this policy statement and accompanying procedures to respond to needs identified by the University's response to and handling of any particular crisis.

3. The Executive Policy and Decision Team shall develop a plan to provide a family resource and victim support center in the aftermath of a crisis situation.

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shall be shared with all appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication and distribution of this University policy.

Effective Date:
December 1, 1999

Revision Date:
July 1, 2006
January 14, 2008
February 29, 2008
February 6, 2009

(See also Emergency Response and Evacuation at Section 20.21 of this manual.)
20.03 / Closing of the University in the Event of Severe Weather Conditions or Other Emergency Situations

This policy is established in order to provide a procedure for the notification of administrative personnel, faculty, staff, and students of closing of the University for severe weather conditions or emergency situations.

Inclement Weather:
The University Police third detail (11:00 p.m. - 7:00 a.m.) patrol supervisor (or senior officer) will monitor closely snow, ice, and wind storms which occur during the nighttime hours. If weather conditions appear hazardous or dangerous, the patrol supervisor will contact the Sedgwick County Emergency Communication Supervisor and other off-campus personnel deemed appropriate to assess the condition. No later than 4:00 a.m., the patrol supervisor will contact the Director of Physical Plant to consult about current conditions of the city and campus streets and the University parking lots and sidewalks.

If the Director of Physical Plant, with input from the patrol supervisor, determines the shutdown of the campus is advised, the Director of Physical Plant will call the Vice President for Administration and Finance or designee no later than 4:30 a.m.

If it is determined that the weather conditions mandate a decision relative to operation of the University, the Vice President for Administration and Finance will contact the President, or the President's designee, who may: (1) cancel classes and close the University except for essential employees: i.e., power plant operators, police, and others where deadlines must be met: such as, payroll, computing centers staffs, etc.; (2) cancel classes for the day with only the University officers who are members of the President's Administrative Staff reporting; or (3) make and implement decisions that seem necessary and advisable under the circumstances. When the decision has been made, the President, or the President's designee, shall call the Associate Vice President for University Relations who will notify University constituents as follows:

1. Notify the Director of News and Media Relations who will change the Inclement Weather/Class Status Line. As soon as the Inclement Weather Class Status Line is updated, all calls should be routed automatically through this line with a release to the University Police Department. The Associate Vice President will notify his/her staff to contact all radio and television outlets no later than 5:00 a.m.

2. The Associate Vice President or designee will notify the members of the President's Administrative Staff, except the Vice President for Administration and Finance, no later than 5:00 a.m.

If day classes are canceled with the option to hold classes in the evening left open, or if evening classes are to be canceled, a decision must be made and similarly transmitted to all constituents by 2:00 p.m. on the day of the closing.

Emergency Closedown:
When the University is forced to close down for a reason other than a declaration of Inclement Weather such as during a water supply shortage, employees in nonessential operations may be released by their supervisor and are to be granted leave with pay. Non-exempt employees who are in essential operations and are required to work some or all of their regular shift during an emergency closedown will be granted compensatory time for hours worked during the closedown at a straight time rate.

Other Night Emergencies:
When other emergency situations occur during the night hours, such as power outages, the University Police patrol
supervisor will notify the appropriate Physical Plant supervisor on call who will then contact the Director of Physical Plant. Physical Plant will determine the effect of the emergency situation relating to time required for repair. If the repairs cannot be completed prior to 7:00 a.m., the Director of Physical Plant will notify the Vice President for Administration and Finance by 4:30 a.m. and, as necessary, the Vice President for Administration and Finance will contact and the President who will notify the Associate Vice President for University Relations by 5:00 a.m. Communication of such closings will be handled the same as for inclement weather.

Should an emergency situation occur at any of the outreach centers, the Director of the Center should contact the Director of Physical Plant. The Director of Physical Plant will then follow the procedures above.

**University Closure and Events:**
The Associate Vice President for University Relations and staff in charge of the University Calendar of Events will notify all sponsors of campus events that the University is closed and that these events must be postponed or canceled. The appropriate departmental chairperson will be notified along with the Fine Arts Box Office Manager if appropriate. A fax release will be sent in a timely fashion to notify all media of changes in the University Calendar.

The Director of Intercollegiate Athletics, in consultation with the President, or the President's designee, shall have responsibility for determining if scheduled athletic competitions are to be postponed or canceled in the event of severe weather conditions or other emergency situations.

**Revision Date:**
November 12, 2002
December 2, 2002
November 12, 2004
December 6, 2004
February 15, 2005
January 10, 2006
20.04 / Tornado Warnings

Purpose:
To provide policy guidance regarding university activities during tornado warnings.

Policy Statement:
It is the policy of Wichita State University that all classes (including examination, lectures, and laboratories in progress) and activities on campus will be officially suspended when the City of Wichita is included in an officially declared tornado warning. Faculty, staff, students, and visitors shall be instructed to seek appropriate shelter for the duration of the warning.

Definitions:
An officially declared tornado warning is defined as notification that the City of Wichita (or all of Sedgwick County) is included in the warning area as confirmed by the National Weather service via a weather alert radio, AM/FM radio, an Emergency Building Coordinator, or the University Police Department.

An Emergency Building Coordinator is one or more persons per building on campus designated as such by a budget officer or budget review officer. The coordinator has the authority to instruct persons in the building to take shelter and direct them to the appropriate location.

Procedures:
The first indication of a tornado warning is frequently made by radio or civil preparedness sirens. Persons who are not able to confirm whether the Wichita area is included in the tornado warning by one of the means outlined above should proceed immediately to shelter upon hearing the sirens. The University would rather have faculty, staff and students disrupt current activities than take any chances.

Emergency Building Coordinators will post signs on building entrance doors to notify persons arriving on campus to take shelter. University Relations will issue public statements indicating classes and events have been suspended during periods of time the City of Wichita is included in the tornado warning area.
Policies & Procedures

20.05 / Software Copying

Policy Statement:
Wichita State University endorses the Software Copying Policy developed by Educause, a nonprofit consortium of over 450 colleges and universities as follows:

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

Some related background as provided by Educause relative to software copying are:
Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors. Persons possessing illegal copies of software may be subject to legal action by the publisher.

Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on campus, the institution may incur a legal liability.

Unauthorized copying of software can deprive developers of a fair return for their work, increase prices, reduce the level of future support and enhancement, and inhibit the development of new software products.
Policy:
For the purposes of this policy, a charge back fee is any fee charged to one University department by another. Such charges are different from those imposed on outside users of University resources or charges to students for services rendered. Outside user fees are not a part of this policy.

To ensure charge back fees are equitable, a Charge Back Evaluation Committee has been established to consider all requests for charge back fees or increases in charge back fees. Membership on the committee will include the Provost and Senior Vice President, Vice President for Administration and Finance, Vice President for Student Engagement, and Vice President and General Counsel.

The guiding philosophy of the policy is that departments would charge a fee that recovers their actual costs. Fees should not generate a profit to subsidize other operations. No fee or increase in fee will be allowed without approval of the committee.

Procedures:
The Charge Back Evaluation Committee will evaluate only the establishment of new fees or increase in existing fees. The committee also may evaluate existing fees if a fee is challenged and the committee decides further review is appropriate.

A department imposing a charge back fee must prepare a written justification and submit it to the department's vice president for approval. If approved, the vice president will forward the proposal and the justifications to the Charge Back Evaluation Committee. The committee will review the submission and, if necessary, gather further information to assess the proposal. Before making a decision, the committee may consult with the proposing department to modify the proposal. The committee also may contact departments likely to be affected by the fee. The committee will then make a decision.

The written justification for establishing a fee or an increase in an existing fee should present a clear argument for its implementation. The justification should address at least the following items:

- Why is the fee being established or increased?
- How was this activity previously funded?
- How was the amount of the fee determined?
- What service shall be provided for the fee?
- How will the fee income be spent?
- Who are the likely customers and what is the anticipated impact on them?
- What is the benefit to the proposing department?
- What is the cost/benefit to the university as a whole?
20.07 / Fax Transmissions

Purpose:
To provide guidance concerning fax transmissions.

Policy Statement:
It is the policy of Wichita State University that fax transmissions will be made in compliance with the Telephone Consumer Protection Act of 1991 as required by the Federal Communications Commission.

Implementation:
FCC rules implementing the Telephone Consumer Protection Act of 1991 require that whenever a fax is sent, regardless of the purpose, the faxed material must include:

1. the date and time of the transmission,
2. the identity of the sender, and
3. the telephone number of the sender or the sending machine.
20.08 / Workforce, Professional & Community Education

Purpose:
To ensure the most cost-effective use of University resources and staff time, and to ensure University activities appropriately and consistently reflect the University's mission.

Policy Statement:
Programs being done in the name of the University, at which external audiences (non-degree seeking) are expected, and either 1) a program registration fee is charged or underwritten (e.g. grants, sponsorships, research funds), or 2) continuing education units (CEUs, contact hours, or other profession-specific credits) or academic credits are offered, must be coordinated through the Office for Workforce, Professional & Community Education (WPCE), and that office will be partially funded through coordination fees charged to program sponsors.

Implementation:

1. Campus units submit a planning and approval form to WPCE as soon as a decision is made to offer a program (conferences, courses, workshops, institutes, symposiums, seminars, etc.) using the University's name (click here for web page with planning and approval form and instructions).

2. Upon receipt of the planning and approval form, the Assistant Director of WPCE will review the form to determine if the activity falls within the scope of WPCE or if an exemption should be issued.

3. When a program falls within the scope of WPCE, WPCE will meet with the requesting unit to determine the following: budget, marketing plan and publicity, timeline, and WPCE fee based on the total number of staff hours required to produce the event.

Exemptions:
In the event a campus unit does not agree with the determination of the Assistant Director of WPCE, the unit may submit its exemption request to the Director of WPCE who will review the request with the Associate Vice President for Academic Affairs. Alternatively, the divisional vice president may grant an exemption.

Effective Date:
March 25, 2016
20.10 / Fund-Raising Efforts Involving Naming Opportunities (Other Than Buildings or Facilities)

Purpose:
The purpose of this statement is to set forth University policy with regard to initiation of fund-raising efforts that propose a naming opportunity other than the naming of a University building or facility.¹

Preamble:
Fund-raising efforts or initiatives often include or are based upon a naming opportunity, i.e., "John Jones Lecture Series," or the "Jane Doe Endowed Lectureship." In an attempt to avoid embarrassment and/or to prevent fund-raising campaigns that cannot accomplish the intended goals of honoring an individual or individuals, it is necessary and appropriate that such campaigns be reviewed and approved prior to their initiation.

Policy Statement:

1. No University fund-raising campaign which proposes a naming opportunity other than the naming of a University building or facility, whether facilitated through the University or the WSU Foundation, shall be initiated without advance review and approval by the President of the University.

2. Any proposal involving a naming opportunity other than the naming of a University building or facility shall be submitted, after review and approval by the appropriate University Vice President, to the President of the University prior to the initiation of any fund-raising effort and before any communication is made with the proposed honoree or honorees. The proposal must be in writing and provide an explanation or justification for the naming opportunity and information about the viability of the fund-raising campaign.


Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

Effective Date:
May 1, 2001

(Note: The reader should also refer to the Naming of University Facilities Policy at Section 11.06 of this manual.)
20.11 / Use of the University's Name, Seal, Logos or Marks

Purpose:
The purpose of this statement is to set forth University policy with regard to the usage of the University's name, seal, logos or marks.

Preamble:
The University receives numerous requests from outside the University community relative to proposed usage of the University's name, the University seal and University logos and/or marks. The University considers its name, seal, logos and marks, whether registered or not, to be University property and subject to University control relative to usage. This policy is designed to provide guidance to University officials and to those interested in usage as to how usage will be controlled. See also the WSU Visual Identity Standards Manual (http://www.wichita.edu/visualstandards) for specific instructions and guidelines for consistent and appropriate use of the University's name, the University seal and University logo and/or marks as they relate to all forms of University communications.

Policy Statement:

1. Faculty, staff and students are encouraged to use the name of the University and to use University stationery for official correspondence.

2. Faculty, staff and students should not use the name of the University in any announcement, advertisement, publication, or report involving personal or unofficial activities, if such usage could be construed as implying University endorsement of any product, project or service.

3. Requests from outside the University for use of the University seal should be directed to the Vice President and General Counsel.

4. Requests from outside the University for commercial use or exploitation of the University name or University logos or marks should be directed to the Athletic Director or the Athletic Director's designee.

5. Requests for use of the University name to indicate an existing or previous business relationship should be directed to the Vice President and General Counsel. Such requests may be granted, subject to the following parameters:
   a. Any usage shall be subject to written authorization and permission from the University.
   b. The University will be given an opportunity to review and approve the intended usage.
   c. The period of usage will be well-defined and limited; continued usage will be subject to further University review and approval.
   d. The University's name, logos or marks may not be displayed more prominently or any larger than other corporate marks or logos.
   e. Any display of the University's name, logos or marks shall be accompanied by the following text: "The University's name, logo or mark are used with the permission of Wichita State University. Usage reflects a prior or current business relationship and does not constitute an endorsement or recommendation."

6. Subject to the above limited circumstances, use of the University's name, seal, logos and/or marks is specifically prohibited; provided, however, that the University does not intend or understand this policy to prohibit usage of the University's name in connection with news items or stories, in connection with events or activities where the
University is a recognized sponsor, or pursuant to a specific contractual agreement.

Implementation:
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
November 1, 2001

Revision Date:
February 1, 2010

(Regarding Use of University Name, see also *Commitment of Time, Conflict of Interest, Consulting, and Other Employment* at Section 3.04 of this manual.)
20.12 / Usage of Multi-Passenger Vans

Purpose:
The purpose of this statement is to set forth University policy with regard to the usage of multi-passenger vans for transportation of University employees and/or students off of and away from the campus of the University.

Preamble:
It is recognized that a multi-passenger van (hereinafter "Van" or "Vans") will often be the most effective means of transportation for certain activities and events involving University employees and/or students. This policy statement is intended to implement uniform standards of usage in an effort to maximize the safety of those utilizing the Van.

Policy Statement:

1. All Van usage must be in compliance with applicable municipal, state and federal requirements and applicable University policies.

2. Van drivers must be full-time employees of the University, have an appointment as a graduate assistant, or be employed as a Coach of a University sports club operating under the auspices of the Heskett Center.

3. Van drivers must complete training/safety class[es] provided through the University Police Department prior to the operation of a Van.

4. No driver should operate a Van more than ten hours in any twenty-four period. The Van driver must take a mandatory thirty minute rest break every four hours.

5. The Van driver will be personally responsible for any and all traffic or parking citations, tickets or fines received while operating a Van.

6. All occupants of the Van must use a seat belt at all times of operation.

7. No Van will be used to transport or carry more than its listed capacity (including the driver) at any one time.

8. A Van may only be used when the final destination is within seven hundred miles of Wichita.

9. No Van may be used to tow a trailer.

10. No luggage may be stored on top of a Van.

11. This policy is applicable to the usage of all Vans, whether owned, rented or leased by the University.

Implementation:
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Vice President for Administration and Finance shall have primary responsibility for publication, dissemination and implementation of this University policy.
Effective Date:
June 19, 2001

Revision Date:
August 7, 2001
January 25, 2005
February 15, 2006
November 1, 2006
20.13 / Internal Mail Distribution System

Purpose:
To state University policy with regard to the use of the University's internal mail distribution system for the delivery and distribution, without postage, of written communications pertaining to University operations.

Preamble:
The University maintains an internal mail distribution system to assist and facilitate the operation and functioning of the University. The internal mail distribution system is intended for University business only.

Policy Statement:
1. The University maintains an internal mail distribution system for University business only.
2. The use of this internal mail distribution system for purposes other than University business, including, but not limited to solicitation, political or personal business purposes is expressly prohibited.
3. Mail boxes in the various departments and buildings are considered to be under the jurisdiction and the responsibility of the unit in which they are located. Materials may be placed directly by individuals in these departmental or unit mail boxes if permission has been obtained from the appropriate person with responsibility for that particular unit.

Implementation:
The Vice President for Administration and Finance shall have primary responsibility for the publication and distribution of this University policy.

Effective Date:
March 17, 1998

(Note: The Public Employee Organizations, Associations, and Unions Policy at Section 3.08 of this manual addresses the use of the University's internal mail distribution system by those organizations.)
20.14 / Use and Operation of U.S. Postal Substation

Purpose:
To state University policy with regard to the use and operation of the U.S. Post Office substation located in Morrison Hall.

Preamble:
The University maintains an official U.S. Postal Service substation located on the first floor of Morrison Hall to assist and facilitate the operation and functioning of the University. The postal substation is to be used in accord with this policy statement and U.S. Postal Service regulations.

Policy Statement:

1. The U.S. Postal Service substation is provided to receive, sort, distribute, and meter first class, international, book rate, certified, registered, and insured mail for University business mail.

2. The U.S. Postal Service substation provides all the services that a regular post office provides and may be used for the personal purchase of postage, money orders and philatelic products. It is open during posted office hours on Monday through Friday and it is closed for all holidays recognized by the University.

3. Correct addressing of U.S. mail is imperative for prompt delivery and receipt. All U.S. mail should show the addressee's name, department name, department box number, building name and nine-digit zip code legibly on the envelope to ensure accurate delivery.

4. It is a violation of state law for any person to use, or to permit any unauthorized person to use, any form of postage paid for with state funds for such person's personal use. See K.S.A. 21-3911, as amended.

Implementation:
The Vice President for Administration and Finance shall have primary responsibility for the publication and distribution of this University policy.

Effective Date:
May 15, 1998
20.15 / Usage of University Mailing Permits

Purpose:
The purpose of this statement is to set forth University policy with regard to the usage of University mailing permits.

Preamble:
The United States Postal Service has issued various mailing permits to the University for its use as a state educational institution of Kansas. The University's Postal Services unit (hereinafter "Campus Post Office") is responsible for usage of the mailing permits on behalf of University operations, including all contracted mailings by outside sources, and compliance with all applicable United States Postal Service rules and regulations governing the use of mailing permits.

Policy Statement:

1. This policy statement is applicable to the following permits:
   a. First-Class Mail, Permit 1232
   b. Standard Mail (A), Permit 1232
   c. Nonprofit Mail, Permit 1232
   d. Business Reply Mail, Permit 328

2. No University mailing permit may be used without the advance written authorization of the Campus Post Office.

3. Use of an outside contractor for printing and mailing when use of a University mailing permit is desired is subject to the following requirements:
   a. Piece design must be submitted to the Campus Post Office to permit advance review for compliance with United States Postal Service requirements, and
   b. Issuance of two copies of PS Form 3602 by the Campus Post Office authorizing use of a University mailing permit.

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President for Administration and Finance shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
October 9, 2001
20.16 / Food Service

Purpose:
The purpose of this statement is to set forth University policy with regard to the permissible service of food on campus by University faculty, unclassified professionals, university support staff and recognized student organizations.

Preamble:
The University has contracted with a food service provider to be the exclusive provider of food and food service for the University at University events where the general University community is invited, when guests from off-campus are invited and/or when a charge is being assessed on the attendees for food. However, it is recognized that there are limited exceptions to that exclusive contractual arrangement.

Policy Statement:

1. Complimentary food items may be provided by University employees for sharing with their co-workers in their department or office; provided, however, that such employees are responsible for the wholesomeness of the complimentary food items.

2. Donated food items can be used at University events; provided, however, that such donated food items must be from a licensed restaurant or wholesale or retail seller or manufacturer of the donated food items. Any use of donated food items by recognized student organizations or at events where students are the principal focus must be approved by the Vice President for Student Engagement (click here for required approval form). The Vice President for Administration and Finance or designee must approve the use of donated food items for all other functions. The use of donated food items is also subject to any applicable building requirements.

3. Recognized student organizations may sell or dispense food on campus provided such sale or dispensing is in accord with guidelines established by the Vice President for Student Engagement and any applicable building requirements.

4. Food service at the President's official residence will be determined by the President and the President's spouse.

5. Except as set forth above, all food service must be provided in accordance with the terms of the contract between the University and the contracted food service provider, regardless of the source of funds used (Restricted Use, General Use, grants/research or funds being held in a Board of Trustees or Foundation account).

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President for Student Engagement shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
February 5, 2003
Policies & Procedures

20.17 / Protected Health Information

Purpose:
The purpose of this statement is to set forth University policy with regard to addressing and meeting institutional requirements and obligations imposed by the Health Insurance Portability and Accountability Act of 1996 in regard to the privacy of health information.

Preamble:
The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") imposes specific standards and obligations regarding the privacy of certain protected health information ("PHI"). Wichita State University recognizes its obligation to safeguard PHI and this policy is intended to implement HIPAA requirements for the protection of the privacy of PHI.

Policy Statement:

1. Wichita State University will make all reasonable efforts to achieve and maintain compliance with HIPAA standards and obligations regarding the privacy of PHI.

2. Since the primary function of Wichita State University, as a state educational institution of Kansas, is not to provide health care, the University hereby designates itself as a "hybrid entity." The University Privacy and Compliance Officer will designate those units or departments which function as health care providers covered by HIPAA ("Covered University Units").

3. This policy applies to all Covered University Units.

4. The Privacy and Compliance Officer will be responsible for meeting HIPAA training requirements for University employees, students and volunteers who work or train with University units or departments which function as health care providers covered by HIPAA.

5. All Covered University Units shall provide to each patient not later than the date of the first service delivery, including service transmitted electronically, a Notice of Privacy Practices. A copy of the Notice of Privacy Practices shall be posted by each Covered University Unit and copies shall be made available to patients upon request. The Privacy and Compliance Officer will be responsible for providing the Notice of Privacy Practices.

6. All Covered University Units will take reasonable steps to verify the identify and authority of individuals and entities requesting PHI under HIPAA.

7. Patients of Covered University Units shall have the following specific rights: a right to an accounting of disclosures; a right to request amendment of PHI; a right of access to PHI; a right to request additional privacy protection; a right to complain about privacy and security policies and procedures; a right to be free of intimidating or retaliatory acts for exercising HIPAA rights; and the University will not require an individual to waive rights under this policy or HIPAA as a condition of treatment.

8. If any University employee or contractor becomes aware of an actual or alleged breach of this policy or any related departmental policies, or any other actual or alleged breach of required privacy or security of PHI, the employee or contractor is required to report the actual or alleged breach to the Privacy and Compliance Officer. Wichita State University will mitigate, to the extent practicable, any known harmful effect of a use or disclosure of PHI in violation
9. This policy statement is applicable to all members of the University faculty, staff, fellows, volunteers, trainees, agents and students who work or train in University units or departments that maintain PHI. Faculty and staff members found to have violated this policy will be subject to disciplinary action, up to and including dismissal, under applicable disciplinary policies. Students will be subject to disciplinary action under applicable student policies and procedures.

10. Wichita State University and its employees or students who violate HIPAA may be subject to both civil and criminal penalties under HIPAA regulations. Civil monetary penalties are $100 per incident, up to $25,000 per person, per year. Federal criminal penalties range from $50,000 to $250,000 in fines and up to 10 years imprisonment.

11. Ted D. Ayres, Vice President and General Counsel, is the designated Privacy and Compliance Officer for Wichita State University. To initiate the filing of a complaint and/or to seek information about HIPAA, call 978-3001 or write to Privacy and Compliance Officer, 1845 Fairmount, Wichita, Kansas 67260-0001.

**Implementation:**
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

**Effective Date:**
April 14, 2003
20.18 / Privacy of Financial Information

Purpose:
The purpose of this statement is to set forth University policy with regard to addressing and meeting institutional requirements and obligations imposed by the "Safeguards Rule" promulgated by the Federal Trade Commission under the Gramm-Leach-Bliley Act.

Preamble:
The "Safeguards Rule" promulgated by the Federal Trade Commission (FTC) under the Gramm-Leach-Bliley Act ("GLBA") imposes specific standards and obligations regarding the privacy of certain personally identifiable financial information. Wichita State University recognizes its obligation to protect the security, confidentiality and integrity of such information and this policy is intended to implement FTC requirements in this regard.

Policy Statement:

1. Wichita State University will make all reasonable efforts to achieve and maintain compliance with FTC standards and obligations regarding the privacy of personally identifiable financial information of its customers.

2. Wichita State University will develop, implement and maintain a comprehensive information security program.

3. Wichita State University's comprehensive information security program shall provide for the appointment of an information security plan coordinator; risk assessments; training programs for employees; oversight of service providers; and periodic adjustments of the program.

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
May 23, 2003

(See also Security of Credit Card Data at Section 13.14 of this manual.)
20.19 / Driving State Vehicles

Purpose:
The purpose of this statement is to set forth University policy with regard to the operation of state vehicles.

Preamble:
Kansas Administrative Regulation 1-17-2 states that state vehicles shall only be used for official state business and specifies certain requirements regarding who can operate a state vehicle. In addition, safety concerns dictate that other requirements be implemented relative to the use of state vehicles by employees of Wichita State University.

Policy Statement:
1. Usage and operation of state vehicles must be in compliance with applicable municipal, state and federal requirements and applicable University policies.

2. The driver of a state vehicle and any passengers in the vehicle must be engaged in official state business on behalf of Wichita State University. Official state business is the pursuit of a goal, obligation, function or duty imposed upon or performed by a state employee as a condition of their employment with the state.

3. Drivers of state vehicles must be employees of the University, have a current appointment as a graduate assistant, or be employed as a Coach of a University sports club operating under the auspices of the Heskett Center.

4. Wichita State University students who are employed by the University and/or who are compensated by the state of Kansas/Wichita State University will also be permitted to drive state vehicles while engaged in official state business on behalf of the University. Additionally, the Vice President for Student Engagement, upon advance consideration and review, may authorize a University student to operate and drive a state vehicle to attend a meeting of the Kansas Board of Regents.

5. Drivers of state vehicles must have a current operators license issued in the United States. The University reserves the right to conduct a drivers license check.

6. The person who picks up a state vehicle must be the driver of the state vehicle and may not turn the vehicle over to someone else. The driver will be responsible for the state vehicle and its passengers.

7. Reservations for a state vehicle must be made by a department and a department account number must be used for the reservation.

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President for Administration and Finance shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
February 15, 2006
20.20 / External Grievance Procedure

Purpose:  
The purpose of this statement is to officially designate a University office with responsibility to respond to external grievances.

Preamble:  
Board of Regents policy requires that the President of the University designate a Vice President to receive and evaluate complaints or charges from nonemployees alleging conduct by employees of the University that is alleged to be proscribed by institutional policies.

Policy Statement:  
1. The Vice President and General Counsel is designated as the University official to receive and evaluate complaints or charges from nonemployees about actions, decisions or conduct by a University employee.

2. The Vice President and General Counsel shall respond to said complaints or charges and/or act in accord with Board of Regents policy in this regard.

3. This procedure is applicable only to any individual without current access to an established University grievance procedure.

Implementation:  
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:  
December 1, 2006
20.21 / Emergency Response and Evacuation

Purpose:
The purpose of this statement is to set forth University policy with regard to emergency response and evacuation procedures.

Preamble:
The Higher Education Opportunity Act of 2008 requires that certain universities establish and implement emergency response and evacuation procedures.

Policy Statement:

1. If a member of the University's Executive Policy and Decision Team, or a member's designee, is advised of a significant emergency or dangerous situation that presents an immediate threat to the health or safety of University students, staff and/or faculty in or on property used by the University in support of, or related to, the University's educational purpose, the Executive Policy and Decision Team member, or the member's designee, shall, consistent with the University's Emergency Operations Plan, authorize the forwarding of an immediate advisory to the University community; provided, however, that notification may be delayed for as short a time as possible, if there is a professional determination by law enforcement that issuing a notice would put the University community at greater risk.

2. The above advisory notification will be forwarded, consistent with the University's Emergency Operations Plan, using all or as many of the appropriate redundant communications systems as possible under the circumstances, i.e., E-mail blasts; text messaging; utilization of the digital communication systems (message boards); the Emergency Preparedness website; KMUW-FM; Channel 13; and the Campus Communication System.

3. The University shall communicate the availability of its redundant communication systems on a regular basis.

4. The University shall provide for testing and regular maintenance of its redundant communication systems at least annually.

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
January 20, 2009

(See also Crisis Management Planning and Preparedness at Section 20.02 of this manual.)
20.22 / Sustainability

Purpose:
The purpose of this statement is to set forth University policy with regard to considering and incorporating the concept of sustainability\(^1\) into the University's operations and decision-making process.

Preamble:
The Kansas Board of Regents adopted a Sustainability Policy at its meeting of October 15-16, 2008, which stated that the policies, practices and programs of the state universities governed by the Board of Regents should, when possible, embody approaches that reduce life cycle costs, restore and maintain the functioning natural systems, and enhance human well-being.

Policy Statement:

1. The University will work with faculty to incorporate issues of sustainability into the learning experiences of students throughout their academic experiences.

2. The University will work with students, faculty and staff to infuse sustainability principles into the organization of campus life.

3. The University shall comply with all relevant environmental laws and regulations.

4. The University will seek to integrate values of sustainability, stewardship and resource conservation into activities and services.

5. The University will evaluate the impact of its conservation projects; incorporate green building and design methods as feasible; and consider the impact of planning decisions on future generations.

6. The University will develop sustainability goals that will inform institutional planning, decision-making, assessment and reporting.

7. The University shall conscientiously share the knowledge, awareness, and expertise generated by its engagement with sustainability in accordance with its mission and role in serving society as a whole.

\(^1\)Board Policy defines sustainability as "societal efforts to meet the needs of present users without compromising the ability of future generations to meet their own needs. Sustainability presumes that the planet's resources are finite, and should be used conservatively, wisely and equitably. Decisions and investments aimed to promote sustainability will simultaneously advance economic vitality, ecological integrity and social welfare."

Implementation:
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Provost and Senior Vice President shall have primary responsibility for publication, dissemination and implementation of this University policy.
20.23 / Retention of University Records

Purpose:
The purpose of this statement is to set forth University policy on the retention and disposal of University records.

Preamble:
It is necessary and appropriate that Wichita State University requires that different types of records be retained for specific periods of time and that it designate official repositories for maintenance and retention of records. University records must be managed in accordance with this policy.

Policy Statement:
The University is committed to effective record retention to meet legal standards, optimize the use of space, ensure security of confidential information, minimize the cost of record retention, preserve institutional history and ensure that outdated and useless records are destroyed.

Definitions:

A. Active Record: A University record with current administrative use for the department that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created.

B. Archival Record: A University record that is inactive, not required to be retained in the office in which it originated or was received, and has permanent or historic value. Archival records are retained and preserved indefinitely in the appropriate archival repository (i.e. Special Collections, salt mines, etc.).

C. Custodian/Electronic Record: The originator of an e-mail message or the creator of an electronic document if that person is a University employee; otherwise it is the University employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the Custodian/Electronic Record.

D. Electronic Record: Any record that is created, received, maintained or stored on University local workstations or central servers. Examples include, but are not limited to:
   a. Electronic mail (e-mail)
   b. Word processing documents and spreadsheets
   c. Databases - both static and those that are transactional in nature (i.e. tables in Banner with multiple user access and modification capabilities)

E. Inactive Record: A University record that is inactive, not required to be retained in the office in which it originated or was received.

F. Official Repository: The department designated as having responsibility for retention and/or timely destruction of particular types of official University records. Such responsibility is assigned to the department head or a designee.

G. University Archives: A component of the Special Collections Department of University Libraries that
promotes knowledge and understanding of the University's origins, aims, programs, and goals. This work includes permanent retention of records and reports of the University, its officers and component parts; maps and architectural records; audiovisual materials, including still photographs and negatives, motion picture film, oral history interviews, audio and videotapes; and artifacts and ephemera documenting the University's history.

H. University Record: The original copy of any record in printed or electronic format. Official Repositories and retention schedules for these records are identified in the University's Records Retention Schedule located here.

Procedures:

A. Responsibilities for Managing Official University Records

Departments that maintain any University Records are the Official Repository of such records and each department head or designee must:

1. Implement the department's record management practices consistent with this policy.

2. Educate staff within the department in understanding sound record management practices, including a system for efficient retrieval of Active Records.

3. Transfer Inactive Records that may have historic value to the University Archives.

4. Ensure that access to confidential files is restricted. Long-term restrictions on access to selected Archival Records should be negotiated at the time of their transfer to the University Archives.

5. Destroy Inactive Records that have no historic value upon passage of the applicable retention period. If in doubt as to the potential historic value, consult with the Curator of Special Collections and University Archivist (hereinafter University Archivist) before destroying the Inactive Records.

B. Preserving or Disposing of Official University Records

When the prescribed retention period (see University Records Retention Schedule) for official University records has passed, a determination of whether to preserve or dispose of the documents must be made. To decide if a University Record is of historic value to the University, consult the University Archivist who has the authority to designate which University Records are archival.

1. Archival Records:

If it has been determined that the University Records are Archival Records, they may be transferred to Special Collections. Call the University Archivist to initiate the following:

a. Review records to be sent to University Archives;

b. Request a transfer form;

c. Depending on the amount of material to be transferred and staff availability, the Special Collections staff may make a site visit and pick up the records. If staff is unavailable to pick up the material, the department of origin may take the material to Special Collections at a prearranged time; and

d. Small quantities may be sent through campus mail.

University Records that are transferred to Special Collections are not in storage. The transfer is permanent and the University Records become part of the University Archives (see definition G
2. Inactive Records:

If it has been determined that University Records are Inactive Records, and therefore, not of permanent historic value, they, consistent with K.S.A. 45-403, should be destroyed in one of the following ways:

a. Recycle non-confidential paper records; or
b. Shred or otherwise render unreadable confidential records; or
c. Erase or destroy Electronic Records (periodically review records generated and maintained in University information systems or equipment to ensure that these requirements are met).

C. Location and Duration for Record Retention

1. The University Records Retention Schedule lists the Official Repositories for University Records, as well as how long these records must be maintained.

2. Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Any suspension of record destruction required will be accomplished by a notice sent out to the affected units or individuals by the Office of the Vice President and General Counsel.

3. Questions regarding the retention period for any specific document or class of documents not included in the schedule should be addressed to the Office of the Vice President and General Counsel.

4. Departments that are not Official Repositories, and that retain duplicate or multiple copies of University Records, should dispose of the records when they are deemed to be no longer useful.

D. Electronic Records

1. Maintenance and disposal of Electronic Records, as determined by the content, is the responsibility of the Custodian/Electronic Record and must be in compliance with the University Records Retention Schedule. Work related e-mail is a University Record and must be treated as such.

2. E-mail messages and any associated attachment(s) with retention periods greater than three (3) years are to be maintained according to the University Records Retention Schedule in a format capable of reproduction. It is important to note that the e-mail message should be kept with the attachment(s). If e-mails are printed and filed in similar fashion to paper records for retention purposes, the printed copy of the e-mail must contain the following header information:

   a. Who sent message
   b. Who message was sent to
   c. Date and time message was sent
   d. Subject

3. When e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the e-mail and the transported record(s) to differ. In this case the longest retention period shall apply.

4. Information Technology Services (ITS) performs backups on a regular schedule of the e-mail and
electronic files stored on central servers for disaster recovery. These backups are to be used for system restoration purposes only. The information technology system administrator is not the Custodian/Electronic Record of messages or records which may be included in such backups.

5. When litigation against the University or its employees is filed or threatened, the law imposes a duty upon the University to preserve all documents and records that pertain to the issues. As soon as University Counsel is made aware of pending or threatened litigation, a litigation hold directive will be issued to the appropriate individuals. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by the Vice President and General Counsel. E-mail and computer accounts of separated employees that have been placed on a litigation hold by the Vice President and General Counsel will be maintained by ITS until the hold is released. No employee who has been notified by the Vice President and General Counsel of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the litigation hold request may subject the employee to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Implementation:
This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.

The Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
April 15, 2010
20.24 / Designating University Title IX Coordinators and Associate Coordinators

Purpose:
The purpose of this statement is to designate the University officials who have primary responsibility for Title IX compliance.

Preamble:
Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. In an effort to put in place and coordinate efforts to comply with and carry out institutional responsibilities under Title IX, the University is promulgating this policy.

Policy Statement:

1. Title IX Coordinator

Dr. Natasha M. Stephens
Title IX Coordinator
Morrison Hall, 109H
1845 Fairmount St.
Wichita, KS 67260-0138
(316) 978-5177
natasha.stephens@wichita.edu

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communication and administration of all related policies and procedures. Complaints of discrimination on the basis of sex that are reported to the Title IX Coordinator, the Associate Director of Human Resources for Employee Relations or the Assistant Vice President for Student Advocacy, Intervention and Accountability will be investigated. The Title IX Coordinator will designate Title IX Deputy Coordinators to serve as first-line responders for allegations by receiving complaints and providing information regarding available resources, reporting and resolution options. The Title IX Coordinator will also designate Associate Coordinators in specific academic and administrative units to conduct outreach and provide information about addressing complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking.

2. Title IX Deputy Coordinators

a. For students

Mandy Hambleton
Assistant Vice President for Student Advocacy, Intervention and Accountability
170 Grace Wilkie Annex
1845 Fairmount St.
Wichita, KS 67260-0132
(316) 978-6681
If you have a complaint against a WSU student for sex discrimination, sexual misconduct, sexual harassment, relationship violence or stalking, you should contact the Assistant Vice President for Student Advocacy, Intervention and Accountability. The Assistant Vice President for Student Advocacy, Intervention and Accountability, Mandy Hambleton, is the designee for Title IX compliance for matters involving students, including training, education, communication and administration of investigation procedures for all complaints against WSU students. The Title IX Deputy Coordinator can also designate and train selected Student Affairs staff to serve as investigators, under her supervision and as needed.

b. For university employees and visitors

Matthew A. Johnston  
Associate Director of Human Resources  
Human Resources Center, Room 117  
1845 Fairmount St.  
Wichita, KS 67260-0015  
(316) 978-6123  
matthew.johnston@wichita.edu

If you have a complaint against a WSU employee or a visitor to campus for sex discrimination, sexual misconduct, sexual harassment, relationship violence or stalking, you should contact the Office of Human Resources. The Associate Director of Human Resources, Matthew Johnston, is the designee for Title IX compliance matters involving complaints against employees and visitors, including training, education, communication and administration of investigation procedures. Students with complaints regarding employees or visitors should contact Matthew Johnston. The Title IX Deputy Coordinator can also designate and train selected Human Resources staff to serve as investigators, under his supervision and as needed.

3. Title IX Associate Coordinators

a. For athletics

Rebecca Endicott  
Senior Associate Athletic Director and  
Senior Women's Administrator Intercollegiate Athletics  
Charles Koch Arena, Room 201  
1845 Fairmount St.  
Wichita, KS 67260-0018  
(316) 978-5534  
becky.endicott@wichita.edu

Student-athletes, coaches or administrators can contact Senior Associate Athletic Director/Senior Women's Administrator, Rebecca Endicott, for information about resources regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking. The Associate Coordinator will refer complainants to the Title IX Coordinator or the appropriate Title IX Deputy Coordinator. If you have a complaint about gender equity in the WSU athletics programs, you should contact the Senior Associate Athletic Director/Senior Women's Administrator, Rebecca Endicott, who is the designee for the Title IX compliance in matters related to gender equity in the WSU athletics programs.

b. For university employees and visitors
Employees and visitors can contact the Director of Human Resources, Frankie Kirkendoll, for information about resources regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking. The Associate Coordinator will refer complainants to the Title IX Coordinator or the appropriate Title IX Deputy Coordinator.

c. For university faculty

Dr. Linnea GlenMaye  
Associate Vice President  
Office of Academic Affairs  
1845 Fairmount St.  
Wichita, KS 67260-0013  
(316) 978-3540  
linnea.glenmaye@wichita.edu

Faculty members can contact the Associate Vice President for Academic Affairs, Linnea GlenMaye, for information about resources regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking. The Associate Coordinator will refer complainants to the Title IX Coordinator or the appropriate Title IX Deputy Coordinator.

Reporting:
To file a complaint of sex discrimination, sexual misconduct, sexual harassment, relationship violence or stalking, contact one of the persons above, depending on who the complaint is against (employee, visitor or student). To report a sex-related crime that occurred on University property, contact:

WSU Police Department  
Campus Police Building  
1845 Fairmount St.  
Wichita, KS 67260-0003  
(316) 978-3450

Additional Resources:

WSU C.A.R.E (Campus Assault Resources & Education) provides a list of on-campus and off-campus resources, information on your rights and the Title IX investigative process.

WSU Policies and Procedures Manual

3.02 / Notice of Nondiscrimination  
3.06 / Sexual Misconduct, Sexual Harassment, Relationship Violence and Stalking Policy for Employees and Visitors  
3.19 / Prohibition of Retaliation
**Implementation:**
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

**Effective Date:**
September 15, 2011

**Revision Date:**
December 1, 2011
January 24, 2014
March 10, 2015
March 25, 2016