



HLC Accreditation 2016-2017

Evidence Document

Wichita State University

New and Revised Policies, Programs: eMails to Constituents

Additional information:

From: [Cavanaugh, Chris](#)
To: [Anthropology](#); [Arnold, Stephen](#); [Ayres, Ted](#); [Bardo, John](#); [Bernstorff, Elaine](#); [Bibb, Sandra](#); [Bischoff, William](#); [Bowden, Royce](#); [Boyles, Jackie](#); [Brooks, Christopher](#); [Carrithers, Deanna](#); [Cavanaugh, Chris](#); [CHP Department Chairs](#); [CHP Support Staff](#); [Claycomb, Cindy](#); [Claypool, Linda](#); [Cohen, Peter](#); [Colvin, Delta](#); [Crabtree, Gina](#); [Daniel-Washington, Sheri](#); [DePontier, Woodrow](#); [Dietz, Connie](#); [Faust, Jaymie](#); [Franklin, Larry](#); [Gandu, Bobby](#); [Glenmayer, Linnea](#); [Hambleton, Mandy](#); [Heldman, Lou](#); [Hernandez, Jeannie](#); [Herrin, Mary](#); [Herzog, Silvia](#); [HR Mass Mailing](#); [Hutmacher, Johanna](#); [Iorio, Sharon](#); [Kahn, Melvin](#); [King, Elizabeth](#); [King, Eric](#); [Kistler, Jania](#); [Kleinsasser, Joe](#); [Koehn, Mary](#); [Landrum, Grady](#); [Lefever, Shirley](#); [Link, Jane](#); [Mann, Carla](#); [Masud, Abu](#); [Matson, Ronald](#); [McDonald, David](#); [Miller, Rodney](#); [Moore-Jansen, Peer](#); [Morris, Sara](#); [Mosack, Victoria](#); [Moses, David](#); [Muma, Richard](#); [Novacek, Greg](#); [Olmsted, Natalie](#); [Patterson, Emily](#); [Perkins, Heather](#); [Pickus, Keith](#); [Roussel, Brigitte](#); [Royse, Delinda](#); [Saeed, Khawaja](#); [Sandlin, Kim](#); [Schlapp, Andrew](#); [Schneikart-Luebbe, Christine](#); [Sexton, Eric](#); [SGA President](#); [Skinner, Steven](#); [Snyder, Nancy](#); [Soles, Deborah](#); [Spurgeon, Larry](#); [Surender, Sheelu](#); [Tatro, Lois](#); [Thomas, Arlene](#); [Tomblin, John](#); [USS Senate](#); [Vizzini, Tony](#); [Werner, Paul](#); [Weyers, Anna](#); [White, Steven](#); [Witherspoon, Tonya](#); [Wright, David](#); [Youle, Candace](#)
Subject: New Policy - Section 3.02 / Notice of Nondiscrimination
Date: 30 March 2016 11:46:27

President Bardo and the President's Executive Team have approved the following revisions to the *WSU Policies and Procedures Manual*:

[3.02](#) / Notice of Nondiscrimination

Effective Date: March 25, 2016

Updates previous notice to address both employment and educational programs and activities so the University can use one notice. Adds "sex" and "pregnancy" among list of identified classes and also adds Title IX information.

The Notice of Nondiscrimination must be printed on all University publications including catalogs, newsletters, magazines, brochures, folders, posters and flyers. University publications includes those of University affiliated corporations. Note also that the Office of Equal Employment Opportunity is now the Office of Equal Opportunity (website updating is ongoing).

[8.10](#) / Statement of Nondiscrimination in Educational Programs and Activities

Rescission Date: March 25, 2016

New Section 3.02 addresses both employment and educational programs and activities.

See [What's New](#) for a list of all recent additions and revisions to the [WSU Policies and Procedures Manual](#).

You may need to refresh your browser for the revisions to appear.

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Subject: Revised Policy - Section 5.05 / Faculty Sabbatical Leave
Date: 21 March 2016 16:31:06

President Bardo has approved the following revision to the *WSU Policies and Procedures Manual*: [5.05](#) / Faculty Sabbatical Leave

Revision Date: March 18, 2016

To advance the date applicants are informed of University action on sabbatical leave requests to the third Friday in January from the second Friday in February. The applicable excerpt follows:

Sabbatical leave requests should be prepared on official forms which are available on the [Office of Academic Affairs web page](#). Leave requests are due in the deans' offices no later than the last Friday in September and in the Office of Academic Affairs no later than the second Friday of October of the academic year preceding the proposed leave. Leave requests are then referred to the Faculty Support Committee (FSC), a committee whose charge is to review leave proposals in terms of merit, solicit additional information where needed, and make ranked recommendations to the Provost and Senior Vice President who performs the final evaluation. Each applicant is informed of University action on his/her sabbatical leave request on the **third Friday in January** ~~second Friday in February~~.

See [What's New](#) for a list of all recent additions and revisions to the *WSU Policies and Procedures Manual*.

You may need to refresh your browser for the revisions to appear.

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Subject: Revised Policy - Section 5.12 / Graduate Faculty Membership
Date: 28 March 2016 16:41:30

President Bardo and the President's Executive Team have approved the following revisions to the *WSU Policies and Procedures Manual*:

[5.12](#) / Graduate Faculty Membership

Revision Date: March 25, 2016

Modest updating of wording to maintain consistency when referring to doctoral committees, e.g. "doctoral committee" rather than "dissertation committee" or "doctoral dissertation committee."

See [What's New](#) for a list of all recent additions and revisions to the [WSU Policies and Procedures Manual](#).

You may need to refresh your browser for the revisions to appear.

From: Tatro, Lois

Sent: Thursday, May 05, 2016 5:52 PM

Subject: New Policies - Chapter 14 / Purchasing - Impact on Federal Grants

In April, Wichita State revised its purchasing policies to account for recent changes enacted as part of the OMB Uniform Guidance. The Office of Research and Technology Transfer is reaching out to you as a current (or past) PI of a grant to ensure you are familiar with the policy changes.

For purchases less than \$3,000, use your own judgment in identifying potential suppliers. Purchase requisition will not be required. When possible, you should use Wichita State and State of Kansas contracts to maximize discounts where applicable.

For purchases between \$3,000 - \$10,000, using federal funds, 3 prices quotations **ARE REQUIRED**. See policy 14.03 (http://webs.wichita.edu/inaudit/ch14_03.htm) for information regarding the methods available for obtaining these quotes and how to submit this information with the requisition.

For purchases greater than \$10,000, see policy 14.03 (http://webs.wichita.edu/inaudit/ch14_03.htm) for information regarding the price threshold and University requirements.

As in the past, the ORTT Pre-Award and Post-Award teams are here to assist you with all contracts and purchases involving federal and non-federal grants. It continues to be recommended that contracts are obtained for **any** services in excess of \$1,000.

If you have any questions, please don't hesitate to contact Karen Davis – Director Pre-Award Services (x6808) or Amy Delgado – Associate Director Post Award Services (x5377).

From: Strategic Communications [<mailto:joe.kleinsasser@WICHITA.EDU>]
Sent: Wednesday, September 02, 2015 8:17 AM
To: BROADCAST-L@LISTSERV.wichita.edu
Subject: Annual Drug-Free Schools and Communities Act Notification (9-2-2015)



Annual Drug-Free Schools and Communities Act Notification (9-2-2015)

Headlines

- [Important message from Wichita State University concerning the Drug-Free Schools and Communities Act:](#)

Important message from Wichita State University concerning the Drug-Free Schools and Communities Act:

Wichita State University has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of this effort, Wichita State University prohibits the unlawful possession and use of illegal drugs and alcohol by students and employees on University property or as part of any University activities. In addition to referral for prosecution, sanctions imposed by the University may include expulsion or dismissal from employment.

Drug and alcohol prevention programs and counseling programs for University students, employees, and student organizations are available by contacting the Counseling and Testing Center. See www.wichita.edu/ct. The unlawful use of drugs and abuse of alcohol creates numerous health risks, including but not limited to:

- impaired judgment,
- increased risk of inappropriate sexual acts and aggressive behavior, and
- damage to the brain and liver.

In addition, legal penalties for unlawful drug use and alcohol-related crimes under federal, state, and local laws are severe, and may result in imprisonment, significant fines, loss of driving privileges and loss of federal financial aid or employment.

For more information about legal penalties and health risks associated with unlawful drug and alcohol use, and prevention programs available at CTC or resources available through the Office of Human Resources, go to <http://www.wichita.edu/DrugFree>.

Please share this information with employees who are without email access.

For more information about Wichita State University, please visit our website at <http://www.wichita.edu>