 Volume III

Agenda and Minutes of the Meeting of September 25, 1989

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AGENDA
FACULTY SENATE
THE WICHITA STATE UNIVERSITY

Room 126 CH 3:30 p.m.

Meeting Notice: Monday, September 25, 1989

Order of Business:

I. Calling of the Meeting to Order

II. Informal Proposals and Statements
   1. Welcome to Gene Stephenson
   2. Resolution - J. Mandt
   3. Minority Graduate Student Conference - Dean Michael Tilford
   4. Report on Regents Meeting of September 14, 1989

III. Approval of Minutes

IV. Old Business

V. New Business
   1. Rules Committee Nominations
   2. Consulting, Outside Work and Absence from Campus Policy - J. Mandt

EXECUTIVE COMMITTEE

Elmer Hoyer, Senate President
Sally Kitch, Senate Vice President
A. J. Mandt, Senate Secretary
David Alexander, Senate President-Elect
Mark Dotzour, Elected by Senate
Diane Huntley, Elected by Senate
Karen Brown, Appointed by Senate President

Box

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RESOLUTION: NATIONAL CHAMPIONSHIP

On behalf of the Faculty, the Wichita State University Faculty Senate extends its congratulations to the coaches and players of the 1989 N.C.A.A. National Championship baseball team, our own Wichita State University Shockers.

We are proud of the trophy you brought home, but even more proud of the hard work, team effort, courage and unflagging spirit you displayed throughout the season. You have represented our University with both class and character.

There will always be a special place in our memories for what you accomplished, and for the example you set in doing it. Thanks guys!
Policy: Consulting, Outside Work, and Absence from Campus

Authority: Faculty Senate Executive Committee

Accountability: Department Chairs and College Deans

Purpose: To clarify and extend the consulting and outside work policy, first through clarifying amendments to the existing policy and second by adding a policy concerning other absences from campus.

Following is the Consulting, Outside Work, and Absence from Campus Policy for the Faculty Handbook to replace similarly numbered items in the Handbook.

4.15: Consulting, Outside Work, and Absence from Campus

The University recognizes that its faculty are professionals and assumes that such matters as consulting, outside work, and absence from campus will be regulated by appropriate standards of professional conduct.

4.151: Policy on Consulting and Outside Work

The following statement of University policy on consulting and outside work is based on a policy statement adopted by the Kansas Board of Regents, September 1974.

This policy statement does not apply to professional activities which involve only a single occasion, are clearly of a scholarly, professional or technical nature, rather than commercial, and for which compensation is not a primary consideration. For such activities, see section 4.153, below.

The University encourages consulting and outside work that relates to a faculty member's duties, provided that such activity: (a) does not interfere with the faculty member's teaching, research, or service to the University, and (b) is consistent with the objectives of the University as outlined in its mission statement. For example, professional care of patients is appropriate, but teaching at another institution is not, unless such teaching is part of a recognized exchange program.

The University may regulate the nature, scope, and amount of consulting and outside work provided that such regulation is consistent with recognized standards of academic freedom.

The faculty member must inform the department chairperson or other appropriate administrative officers in writing of any proposed arrangements for consulting or outside work prior to engaging in such activity, and secure approval before such activity begins.

If consulting or outside work requires University materials, the faculty member should reimburse the University for all materials used.
University policies regarding conflict of interest and professional ethics must be observed when arranging or conducting consulting or outside work.

Colleges, departments, and other administrative divisions may establish procedures for their personnel to implement the policy described in this section. These provisions may include procedures for resolving any disputes that arise in connection with the policy. Such procedures may not infringe the right of faculty members to seek redress under the University grievance policy described elsewhere.

4.152: Policy Concerning Consultant Services to other State Agencies

The University must authorize in advance service by faculty members as consultants to another State agency. If contacted by a State agency, and if services are to be reimbursed, the faculty must follow these steps:

1. The faculty member must notify in writing the department chairperson, or other appropriate administrative officer of the prospective arrangements, including reasons for the employment, dates of employment, and rate of compensation.

2. The EVPAA must approve the consulting work proposed. The VP for Administration will notify the State agency involved of the decision to approve or disapprove the proposed activity. The State agency will be responsible for any paperwork required.

4.153: Other Absences from Campus

1. Illness: Each department or program should have procedures in place for dealing with the absence of faculty members from campus due to illness. If possible, the faculty member should notify the department in advance of such absences, and of any arrangements for continuing or completing courses in progress, assigning grades, etc. In the case of emergencies, such as the illness of a faculty member or member of their family or household, the faculty member should notify the department as soon as possible so classes can be cancelled, or other arrangements made. Appropriate deductions will be made from the monthly sick leave report.

2. Extended Absence for Professional Purposes: As part of their professional responsibilities in teaching, research, and service faculty members are expected to take part from time to time in the activities of professional organizations, and to engage in other professional activities that require an absence from campus. Faculty members should recognize that when they must miss regular campus duties on such occasions, including teaching, administrative assignments, committee meetings, etc., they have a responsibility to make appropriate arrangements for their absence. It will be assumed that faculty members have met these obligations in an appropriate manner, unless there is compelling evidence to the contrary.

When absent from campus on other duties, faculty members should inform the department chairperson or other appropriate administrative officer of their absence, and of any arrangements they have made to satisfy their other responsibilities.
Any disputes arising in relation to this policy which are not resolved at the departmental level shall be adjudicated by the Dean of the faculty member's college. Appeals from the Dean's findings shall be through the University grievance procedures.

(17) Colleges and departments may not establish policies that contravene the provisions of this section.
12. CONSULTING AND OTHER EMPLOYMENT

a. Consulting for Other State Agencies

Consulting by faculty members and employees of institutions under the jurisdiction of the Board for another institution under the jurisdiction of the Board, as well as consultation for other state agencies, shall be approved in advance by the institution or agency seeking these services and approved by the faculty member's home institution. The home institution shall effect payment to the faculty member through the regular process and shall receive reimbursement through the interfund transfer process. (12-16-77; 11-19-82; 5-17-85)

b. Consulting and Outside Work

(1) The Regents institution expects members of the institutional community (faculty, staff and students) employed by the institution to give full professional effort to their assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the Regents institution that is incompatible with institutional commitments. Moreover, it is considered inappropriate to transact personal business unrelated to the institution from one's institutional office, or at times when it might interfere with commitments to the institution.

(2) For members of the faculty, the Regents institution, however, permits and, indeed encourages a reasonable amount of personal, professional activity outside the faculty member's reasonably construed total professional responsibilities of employment by and for the institution, 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 institution; and (c) is consistent with the objectives of the institution. 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.
4.15 / Consulting and Outside Work

4.151 / Policy on Consulting and Outside Work

The following statement of University policy on consulting and outside work is based on a policy statement adopted by the Kansas Board of Regents in September 1974.

The University expects members of the University community (faculty, staff and students) employed by the University to give full professional effort to their assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the University that is incompatible with University commitments. Moreover, it is considered inappropriate to transact personal business unrelated to the University from one's University office, or at times when it might interfere with commitments to the University.

For 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 authorize in advance of actual service 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 executive vice president for academic affairs giving the name of the faculty member, dates of employment, reason for employment, and the rate of compensation.

2. When the matter has been approved by the executive vice president for academic affairs, the vice president for administration and finance 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. (7-88)
FACULTY SENATE

THE WICHITA STATE UNIVERSITY

Minutes of the Meeting of September 25, 1989

MEMBERS PRESENT: Ackerman, Alexander, Armstrong, Bair, Barrett, Baxter, Benson, Brady, Brewer, Brown, Burk, Cavarozzi, Clark, Combs, Davis, Dotzour, Dreifort, Duell, Erickson, Germann, Gosman, Gotterbarn, Graham, Gythiel, Hartman, Haydon, Horn, Hoyer, Hubbard, Huckstadt, Huntley, James, Jewell, Kelly, Kitch, Kruger, Lansing, Mandt, Murdock, O'Flaherty, Rogers, Scott, Sullivan, Sutterlin, Wherritt, Williamson, Yeotis

MEMBERS ABSENT: Baldridge, Brinkman, Cisneros, Davison, Harper, Izbicki, Jones, Lambert, St. John, Soles, Sweney

GUESTS: Gray, January, Pangburn, Schupe, Stephenson, Tilford

Summary of Senate Action
1. By unanimous vote, adopted a resolution congratulating The Wichita State University baseball team on winning the N.C.A.A. National Championship
2. Made appointments to vacancies on the Senate and Senate standing committees
3. Adopted a policy on "Consulting, Outside Work, and Absence from Campus" by a vote of 42-1

Called Meeting to Order
President Hoyer called the meeting to order at 3:30

Informal Proposals and Statements

BASEBALL CHAMPIONSHIP
Coach Gene Stephenson accepted the faculty's congratulations on winning the 1989 N.C.A.A. National Baseball Championship. In brief remarks, Coach Stephenson emphasized his effort to assure that his players achieve academic as well as athletic excellence, and pointed out that baseball team members have the highest grade point averages and graduation rate of any of the University's athletic teams.

MINORITY GRADUATE STUDENT CONFERENCE
Graduate Dean Michael Tilford reported on the forthcoming Conference of Minority Graduate Students to be hosted by WSU on behalf of the entire Regents system. The Conference is an outgrowth of efforts by Regents universities to encourage minority graduate enrollments, and ultimately, a better representation of minorities in university faculties. The Conference will bring junior and senior undergraduates, and graduate students to campus in late October.

REPORT BY THE SENATE PRESIDENT
President Hoyer reported on an uneventful meeting of the Board of Regents. Kansas State will be the home base for the Regents Communication Education Center, which will permit satellite broadcasts to public schools statewide. Assessment efforts elsewhere in the state do not appear to be any more developed overall than at WSU.

Approval of Minutes
Minutes were approved as distributed.
Old Business
President Hoyer appointed Senator Benson as Parliamentarian.

New Business

RULES COMMITTEE NOMINATIONS
The Senate approved unanimously the following nominations for vacancies on the Senate and Senate standing committees:

Faculty Senate
Charles Adams, Personnel Ser. (one semester replacement, Education)
Jolynne Campbell, Clinical Sci. (one year term, Health Professions)
Bela Kiralyfalvi, School of Performing Arts (one year, At-Large)
Sarah Daugherty, English (one semester replacement, LAS-Hum)

Committees
Janet Wolcutt, Economics (one year term, Traffic Policy Com)
Judy Johnson, History (Alternate, two year term, Court of Academic Appeals)

CONSULTING, OUTSIDE WORK, AND ABSENCE FROM CAMPUS
On behalf of the Executive Committee, Senator Mandt moved adoption of a policy statement on consulting, outside work, and absence from campus. The statement would substitute in the Faculty Handbook for the existing section 4.15.

Proposed sections 4.151 and 4.152 are a redrafting of existing sections, the changes designed to clarify the existing text. Proposed section 4.153 is a new section, providing guidelines for absences due to illness or extended absence for professional reasons.

Senator Mandt stated that the Executive Committee’s intention in providing the new policy was to clarify current customs, without creating unnecessarily detailed rules and regulations. The sub-section on extended absence for professional purposes is intended to reflect the principle that faculty members are professional, competent to determine appropriate professional travel needs, and to determine how best to meet their regular campus obligations in the classroom and otherwise during their absence. Department chairs have a right to know where a faculty member is, hence the requirement that faculty members notify their chairperson. The provisions for dealing with any disputes that arise parallel the provisions of the University Grievance Procedure.

In answer to a question about the need to file a "Request for Out-of-State Travel" form, Vice President Scott stated that "Regents’ policy on travel states that approval is required.” The Vice President further stated that faculty members must "file and receive approval” (of the travel request form) in order to be eligible for workmen’s compensation coverage while traveling.

The motion to adopt the policy statement as submitted passed on a vote of 42 yes, 1 no.

Meeting was adjourned at 4:35 p.m.

Prepared by: A. J. Mandt, Secretary