



HLC Accreditation 2020-2021

Evidence Document

WSU Policies and Procedures Manual

Chapter 1/ University Structure

Additional information: See the web page at :
https://www.wichita.edu/about/policy/ch_01/ (Accessed February 24, 2021.)



WSU Policies and Procedures

Chapter 1 - University Structure

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1.01 Board of Regents

Effective: July 01, 1997 Revised: July 01, 2014

I. Policy

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

II. Regents Institutions Councils

Several state councils provide the mechanisms through which cooperation and coordination among the Regents universities are achieved. Go to [Kansas Board of Regents Councils & Committees](#) for a complete list.



1.02 / Mission and Vision Statements for Wichita State University

Effective: July 01, 2013

I. Mission

The mission of Wichita State University is to be an essential educational, cultural, and economic driver for Kansas and the greater public good.

II. Vision

Wichita State University is internationally recognized as the model for applied learning and translational research.

This vision means Wichita State University will be “the model” not merely “a model” for requiring students to apply their skill sets in practical or real world contexts. It requires that everyone at Wichita State University can state what each student will be able to accomplish in terms of applied learning or translational research. This vision extends beyond the student experience — it requires that everyone at the university engage in or support applied learning and translational research. The fulfillment of this vision will be realized in many different ways across the Wichita State University campus.



1.03 / University Administration

Effective: February 13, 2017

I. Policy

The institution's administrative structure includes at a minimum a president, chief financial officer, and chief academic officer with appropriate credentials and experience and sufficient focus on the institution to ensure appropriate leadership and oversight. The administrative structures of each academic and the non-academic unit, as delegated by the president, can be found on the websites of those respective units.

1.04 / Execution of Contracts

Effective: July 01, 1997 | Revised: October 10, 2018

I. Purpose

To comply with Regents Policy on contracts.

II. Policy

- a. This policy is intended to be subject to and in compliance with Board of Regents (Board) policies on contracts.
- b. For purposes of this policy, a "contract" is any agreement or promise which purports to obligate the University¹ to perform some responsibility or to take some specific action[s].
- c. All University contracts must be in writing and must be in the name of Wichita State University. Colleges, individual schools, divisions and departments shall not enter into contracts.
- d. The President, Provost, vice presidents on the President's Executive Team, Chief of Staff, and General Counsel are the only individuals authorized to contractually bind the University by the execution of a contract. The President, Provost, vice presidents on the President's Executive Team, Chief of Staff and General Counsel may further delegate authority to execute contracts (and thereby legally commit) on behalf of the University with consideration given to the type of contract and the amount of revenue and expenses involved.
- e. All contracts or contract forms involving an expenditure of funds by the University in an amount of One Million (\$1,000,000) or more must be authorized by the President prior to execution on behalf of the University. The Board's President and Chief Executive Officer must be notified in writing of any contract which requires expenditures or transfers by the State University of an amount greater than one million dollars (\$1,000,000), excluding contracts directly related to a capital improvement project

¹ Unless otherwise noted, this policy is applicable only to Wichita State University. While it does apply to auxiliary enterprises of the University, it does not apply to affiliated corporations of the University. Items 6 and 7 in Chapter II, Section D of the Board Policy Manual defines auxiliary enterprises as self-supporting university-operated enterprises which include, but are not limited to, student housing, student health services, unincorporated student unions, and parking. The Board Policy Manual defines affiliated corporations as incorporated entities which are funded solely or primarily by monies other than state funds and whose purpose is to enhance or support the mission and activities of the institution. Affiliated corporations include, but are not limited to, alumni associations, incorporated student unions, boards of trustees, endowment associations, and athletic corporations.

III. Implementation

This policy will be distributed to appropriate University personnel for dissemination and implementation.

(Note: The reader should also refer to the [Foreign Gifts and Contracts Policy](#) at Section 13.16 of this manual.)

1.05 / Internal Audit Charter

Effective: July 01, 1997 | Revised: December 07, 2012

I. Purpose

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

II. Authority

The Kansas Board of Regents Internal Audit Function Policy specifies that each state university shall have an internal audit function. At Wichita State University, the internal audit function is led by the Director of Internal Audit who reports directly to the University President on all audit matters. The Internal Audit Function Policy of the Board further specifies that internal auditors shall:

- Have no restrictions placed on the scope of their work.
- Have full and free access to all records, properties and personnel relevant to an audit.
- Have no responsibilities for the activities they audit.
- Report directly to the Board Fiscal Affairs and Audit Committee any situations wherein the auditor perceives a conflict of interest with or on the part of the university chief executive officer's involvement with the subject of an audit.

III. Responsibility

It is the responsibility of Internal Audit to provide assurance and consulting services in a manner consistent with the International Standards for the Professional Practice of Internal Auditing and Code of Ethics promulgated by the Institute of Internal Auditors. Internal Audit will assist the university in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement. Areas of audit emphasis include:

- Achievement of the university's strategic objectives.
- Reliability and integrity of financial and operational information.
- Effectiveness and efficiency of operations and programs.
- Safeguarding of assets.
- Compliance with laws, regulations, policies, procedures and contracts.

1.06 / Affiliated Corporations

Effective: July 01, 1997 | Revised: June 17, 2016

I. Wichita State University Intercollegiate Athletic Association, Inc.

Wichita State University Intercollegiate Athletic Association was incorporated to schedule, manage, and promote University athletic contests in harmony with the general education policy of the University.

II. Wichita State University Union Corporation

Wichita State University Union Corporation was incorporated to promote the educational purposes of the University, and to provide management and operational services and facilities for operating the Rhatigan Student Center.

III. Wichita State University Alumni Association

Wichita State University Alumni Association was incorporated to promote the welfare of the University and to encourage and stimulate the interest of students, former students, and all others in the University.

IV. Wichita State University Innovation Alliance, Inc.

Wichita State University Innovation Alliance was incorporated to oversee and manage relationships with public and private organizations that engage in innovation-based partnerships to support the University's mission, and to facilitate the University's intellectual property development, dissemination and licensing.

V. WSIA Investments Corporation

WSIA Investments Corporation was incorporated to manage WSU-created intellectual property that is to be commercialized, to license technology and receive royalties, identify and evaluate commercialization projects, and manage the Innovation Campus.



1.07 / Recognition of Wichita State University Foundation

Effective: November 10, 2008

I. Purpose

The purpose of this statement is to acknowledge the role of the Wichita State University Foundation.

II. Preamble

The Wichita State University Foundation was originally incorporated in 1965.

III. Policy

The Wichita State University Foundation was incorporated to support the educational undertakings, and all related or beneficial activities, of Wichita State University.

IV. Implementation

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

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

1.08 / Recognition of Wichita State University Board of Trustees

Effective: November 10, 2008

I. Purpose

The purpose of this statement is to acknowledge the role of the statutorily created Wichita State University Board of Trustees.

II. Preamble

The Wichita State University Board of Trustees was established in 1963 by the legislation which brought the University of Wichita into the Regents System as a state university.

III. Policy

The Wichita State University Board of Trustees was established for the education enrichment purposes set forth in K.S.A. 76-3a16 and for the advancement of the general welfare of Wichita State University. The Board of Trustees currently receives and allocates monies from the one and one-half mill tax levy provided for in 76-3a07, as amended.

IV. Implementation

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

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

1.09 / Strategic Plan Implementation

Effective: August 08, 2017 Revised: April 20, 2021

I. Initiating Authority

1. The Office of the President serves as the initiating authority.

II. Purpose

1. The Strategic Plan Committee (the "Committee") is a University-level standing committee created by the President, which serves to facilitate the advancement and implementation of the [WSU Strategic Plan](#) through the facilitation of subordinate action and unit-level plans. The purpose of this policy is to define the structure and responsibilities of the Committee.

III. Committee Structure

1. Appointments

The following appointments shall be made to the Committee. There are no term limits for appointees.

1. Administrative Unit Representation and Plans

The Committee shall be comprised of a representative from each of the unit, department and/or area ("Units") identified in this section, and as designated by the President. The dean or senior executive of each Unit shall appoint their Unit representative to the Committee. Each representative is expected to be an integral part of their Unit's strategic planning process and a person who can effect change in their Unit. Each representative is charged with reporting on and representing their Unit plan, as noted below:

1. Academic Affairs - Academic Master Plan
2. Campus of Applied Science and Technology - Strategic Plan
3. Chief Diversity Officer - Diversity Plan
4. Facilities Planning - Facilities Master Plan
5. Finance and Administration - University Budget
6. Human Resources - Talent Management Plan
7. Information Technology Services - Technology Plan
8. Industry and Defense Programs - I&D Plan
9. Research - Research Plan
10. Strategic Communications - Communications Plan
11. Strategic Enrollment Management - SEM Plan



12. Student Affairs - Student Affairs Plan
13. Wichita State University Foundation – Budget

2. Representatives Appointed by University Organizations

Each of the following organizations ("Organization") shall appoint a representative using the Organization's process for selecting Committee members. Representatives are expected to be a voice for their constituents, as well as be an active participant in the work of the Committee as it relates to the University's Academic Master Plan:

1. Faculty Senate
2. University Staff Senate
3. Student Government Association
4. Graduate Student Association

3. Chair of the Committee

The Vice President for Strategic Engagement and Planning chairs the Committee. This position facilitates the activities of the Committee.

IV. Committee Responsibilities

1. Committee Charge

The Committee is charged with implementing, facilitating, and advancing the WSU Strategic Plan.

2. Primary Responsibilities

The primary responsibilities of the Committee shall include:

1. Integrating the Unit-level strategic plans and goals into the plans and goals of the University to aid in shaping and formulating the University's Strategic Plan and to support all institutional, accreditation, and regulatory reporting obligations.
2. Assessing progress towards targets by:
 1. Collecting data and other artifacts that support annual reporting of progress;
 2. Recommending initiatives and areas for improvement of University efforts;
 3. Reporting initiatives and activities through the strategic planning reporting portal; and
 4. Coordinating University continuous improvement efforts.



3. Providing meaningful cross-campus conversation on strategic topics to demonstrate progress on the University's strategic plan, to include:
 1. Transferring implementation responsibility of the strategic plan to campus stakeholders including but not limited to vice presidents, and deans; and
 2. Facilitating University strategic plan events (e.g. Fall Strategic Plan Annual Review, Spring Strategic Plan Forum).
4. Reviewing Strategic Plan templates, tools, and metrics for needed changes to the University's Strategic Plan.
5. Ensuring two-way communication with the various University Senates.
6. Scheduling the review of, and providing feedback to leaders on the, subordinate action plans of the units, areas, and entities to ensure:
 1. Unit plans are linked to University Strategic Plan; and
 2. The Units engage in continuous improvement of their respective action plans.

3. University Strategic Plan Review

1. The University is committed to reviewing and updating the University Strategic Plan every three to five years, as dictated by the President. The Strategic Planning Committee shall participate in such review and update alongside representatives from the community and University constituency groups and representatives, including, but not limited to, representation from the following additional Units:
 1. Athletic Department
 2. Government Relations
 3. Industry Engagement and Applied Learning
 4. Wichita State University Alumni Association

1.10 / Shared Governance

Effective: June 05, 2017 | Revised: June 19, 2019

I. Purpose

To provide the structure to promote collaboration among faculty, staff, and administration as well as accountability to meet the mission and the vision of the University.

II. Policy

The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty and staff. The relationship calls for adequate communication among these components and full opportunity for appropriate joint planning and effort. The University supports and recognizes the work and time commitment of the members of the committees, councils, and senates that make up the shared governance structure.

- A. Staff must confer with their immediate supervisor regarding the capacity for the unit to absorb the loss of the staff member's time necessary to serve on the committee, council or senate. Workload, staff member performance, attendance and/or dependability and unit budget are examples of, but not an exhaustive list of, reasons that may prevent a manager from approving a staff member to participate in committees, councils and senates. Management should mitigate these to the greatest extent possible.
- B. Faculty and staff shall be afforded the necessary time during their regularly scheduled hours to complete duties attributed to their service on committees, councils and senates.
- C. Because of the significant level of effort required of faculty senate president and president elect, the work assignment of the individuals shall be adjusted during their service to the University. For the president of the faculty senate, this adjustment shall be equivalent to a three (3) credit hour course in each of the summer, fall and spring semesters for the service year. Additional compensation can be negotiated in lieu of course release. For the president elect of the faculty senate, this shall be the equivalent of a three (3) hour credit course in the spring semester of the service year. All such efforts must be in-load and supported by the University.