



HLC Accreditation 2020-2021

# Evidence Document

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WSU Policies and Procedures Manual

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## Chapter 6 / Unclassified Professional Employee Policies

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**Additional information:** See the web page at:  
[https://www.wichita.edu/about/policy/ch\\_06/](https://www.wichita.edu/about/policy/ch_06/) (Accessed March 8, 2021).



# WSU Policies and Procedures

## Chapter 6 - Unclassified Professional Employee Policies

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Effective: July 1, 1997 | Revised: August 15, 2011



## 6.01 / Personnel Policies and Procedures for Unclassified Professional Employees

Effective: July 01, 1997 Revised: June 17, 1999

### I. Policy

It is the policy of Wichita State University to provide employment policies and procedures which are specific to each category of employee. Unclassified employees include faculty, administrators, and unclassified professionals. The statements and procedures outlined in this document provide employment conditions specifically for unclassified professionals. Both exempt and non-exempt are covered by all policies with the exception of differences as outlined in Section 6.06, [Salary Administration](#). General University policies shall also apply to unclassified professionals.



## 6.02 / Administration and Policy Interpretation

Effective: July 01, 1997 Revised: October 15, 2004

### I. Policy

It shall be the responsibility of the President and each vice president to administer these policies and procedures for unclassified professionals in their respective areas. The President and vice presidents may delegate authority to administer these policies and procedures as appropriate.

Assistance in interpreting these policies and procedures is available from the Director of Human Resources, the Institutional Equity and Compliance Director or designee, and the General Counsel of the University.

The equal opportunity responsibilities of the University for unclassified professional appointments shall be exercised by the Institutional Equity and Compliance Director or designee in coordination with the vice presidents. These responsibilities shall include monitoring employment activity (e.g., appointment process and review of salary recommendations) for the purpose of insuring compliance with federal and state statutes and regulations.



## 6.03 / Unclassified Professional Appointments - Definition

Effective: July 01, 1997 Revised: June 17, 1999

### I. Policy

Unclassified professional appointments are those unclassified appointments requiring special technical or administrative skills of a professional nature distinct and separate from teaching/research roles of the faculty or the direct administrative responsibility for faculty supervision. Appointments primarily devoted to clinical supervision or the arrangement of clinical placement are included in this category. Unclassified professional appointments do not usually carry academic rank. Except for those persons also holding a tenured faculty appointment, when rank is awarded and is held within an academic department, it is understood that the presence of rank pertains only to the unclassified professional appointment and does not entitle the employee to a continued position in that department after the unclassified professional appointment is terminated. An unclassified professional holding rank is eligible for promotion in rank through the procedures outlined in the *Wichita State University Policies and Procedures Manual, Chapter 4 - Faculty Appointment, Tenure, Promotion, and Resignation*. Unclassified professionals holding rank as of May 20, 1985 will continue to do so although the rank is not associated with an academic department. To be eligible for promotion in rank, these employees must follow the procedures to have rank associated with an academic department thereby becoming eligible to use University tenure and promotion policies and procedures.



## 6.04 / Appointment Statuses

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

### I. Policy

- A. Recommendation of the appropriate status when an employee is hired into an appointment is the responsibility of the departmental budget officer making the hire. The budget review officer and the appropriate member of management must approve the recommended status.
- B. An unclassified professional may be terminated at any time for just cause. Dismissal for cause may be related to the performance of, or failure to perform, his/her employment responsibilities or job duties; for behaviors deemed unacceptable; violations of University policy; or violation of local, state or federal laws. Faculty with tenured appointments shall retain those tenured appointments while serving in any of the following appointment statuses.

#### 1. Executive

Appointments held at the pleasure of the President and, in the case of the President, at the pleasure of the Board of Regents. Executive appointments may be terminated without cause or notice at any time. Executive appointments are those appointments which are deemed to be of significant managerial importance to the University and include, but are not limited to, vice presidents, deans and other positions as designated by the President. Unclassified professionals holding executive appointments may also hold academic rank and status which may continue if the administrative assignment is terminated.

#### 2. Regular

Appointments given to unclassified professionals who have completed a provisional appointment and/or who have reached the level of expertise and/or experience deemed appropriate by the President and/or vice president for the type of position held.

#### 3. Employees in regular unclassified appointments on July 4, 2016

Notice of non-reappointment may be given without cause and must be given twelve months prior to the proposed termination. The employee may be reassigned during the notice period.



**4. Employees in regular unclassified appointments hired on or after on July 5, 2016**

Notice of non-reappointment for the succeeding year may be provided at any time. The employment relationship will terminate at either 1) the end of the appointment, or 2) sixty (60) calendar days from the date of notice of non-reappointment, whichever is latest. The employee may be reassigned during the notice period.

**5. Provisional**

Provisional appointments are reviewed on an annual basis and may or may not be renewed. Provisional appointments carry no expectation that regular status will be granted. Upon completion of three years of service as a provisional unclassified professional employee, a person will be placed in regular status, unless notice of non-reappointment has been previously provided. An employee who has reached the level of expertise and/or experience deemed appropriate for the type of position held may be moved to regular status after completion of two years in provisional status upon the written recommendation of the President and/or the appropriate vice president. The recommendation shall be forwarded to the Institutional Equity and Compliance Director or designee for review and approval. Under no circumstances will a person be continued in provisional status for more than three years. Employees in provisional status may be granted up to two years of prior service credit toward the provisional appointment period upon hire with the review and approval of the Institutional Equity and Compliance Director or designee.

**6. Employees in provisional unclassified appointments on July 4, 2016**

Notice of non-reappointment for a provisional appointment may be given without cause and must be given on or before March 1 of the current fiscal year. The employee may be reassigned during the notice period.

**7. Employees in provisional unclassified appointments hired on or after on July 5, 2016**

Notice of non-reappointment for the succeeding year may be provided at any time. The employment relationship will terminate at either 1) the end of the appointment, or 2) fourteen (14) calendar days from the date of notice of non-reappointment, whichever is latest. The employee may be reassigned during the notice period.



## **8. Contingent**

Appointments are for a fixed period of time subject to the terms and conditions of the individual appointment specified in the appointment notice and are usually funded from restricted use funds or by grants. Contingent appointments terminate at the end of an appointment period and carry no expectation of reappointment. Contingent appointments may be terminated without notice at any time.

## **9. Contingent Unclassified Professionals employed on July 4, 2016**

Contingent unclassified professionals that, at any time during their employment, transition to a regular unclassified professional appointment or a provisional unclassified appointment will be eligible to continue employment under the applicable unclassified professional non-reappointment policy that was in effect on July 4, 2016. This shall apply only when employment is continuous.

## **10. Temporary**

Appointments are for a fixed period of time subject to the terms and conditions of the individual appointment specified in the appointment notice. Temporary appointments terminate at the end of an appointment period, carry no expectation of reappointment, and may be terminated without notice at any time. Employees may not be changed from temporary to provisional status without an affirmative action search or the approval of the Institutional Equity and Compliance Director or designee and the appropriate vice president or President.

## **11. Regular University Support Staff employed on July 4, 2016**

Regular USS employees that, at any time during their employment, transition to a regular unclassified professional appointment or a provisional unclassified professional appointment will be eligible to continue employment under the applicable unclassified professional non-reappointment policy that was in effect on July 4, 2016. This shall apply only when employment is continuous.

## **12. Probationary University Support Staff employed on July 4, 2016**

Probationary USS employees that, at any time during their employment, transition to a regular unclassified professional appointment or a provisional unclassified professional appointment will be eligible to continue employment under the applicable unclassified professional non-



reappointment policy that was in effect on July 4, 2016 This shall apply only when employment is continuous.

- C. When it is determined that non-reappointment of an unclassified professional employee is in the best interests of the University, the employee's manager will submit a written recommendation to the appropriate vice president. The vice president will review the recommendation and, if he/she is in agreement with the recommendation, will coordinate the issuance of written notice of non-reappointment with the Office of Human Resources.
- D. All unclassified professional "Notice of Appointment" forms will indicate the employee's appointment status. Any unclassified professional appointment may be terminated at the end of an appointment period for reasons of program discontinuance and/or financial exigency per University policy.

[Program/Unit Discontinuance Procedures for Unclassified Professionals are located at [Section 6.14](#), and Financial Exigency Procedures for Unclassified Professionals are located at [Section 6.15](#).]

## II. Implementation

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

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



## 6.05 / Position Descriptions, Title and Assignment Changes, and Reclassification

Effective: July 01, 1997 Revised: May 01, 2013

### I. Policy

#### A. Position Descriptions

A position description will be written and maintained for each unclassified professional position. A standard format (provided by the Director of Human Resources) will be followed. Assistance and direction for writing position descriptions will be provided by Human Resources. The position description, after appropriate approvals have been obtained, shall be provided to the Director of Human Resources for information. A position description must be written and approved prior to recruitment. It should be reviewed and updated, if necessary, annually as part of the performance appraisal process.

#### B. Title Changes

Changes in title may be made without an affirmative action search. Budget officers should recommend a change in title to their budget review officer and appropriate vice president through the appropriate form and justification memorandum. A copy of the form and justification shall be provided to the Director of Human Resources for information and to the Institutional Equity and Compliance Director or designee as part of the affirmative action monitoring process.

#### C. Changes in Assignments

Changes in assignments may be made without an affirmative action search when the proposed change is determined to be in the University's best interests. Budget officers should recommend changes in assignments to their budget review officer and appropriate vice president through a revised position description and memorandum of explanation, if appropriate. A copy of the memorandum of explanation shall be forwarded to the Director of Human Resources for information and to the Institutional Equity and Compliance Director or designee as part of the affirmative action monitoring process.



#### **D. Reclassification**

Reclassification of a position from classified to unclassified professional involves interpretation of the Kansas civil service act. The departmental budget officer shall forward to the Director of Human Resources the current classified position description, the proposed unclassified professional position description, a change of status form approved by the budget review officer, and a memorandum outlining the reasons for the requested change. If approved by the Director of Human Resources, the material will be forwarded to the Institutional Equity and Compliance Director or designee for review and approval, to the Budget Office for approval and coordination with the State Division of Budget, and to the appropriate vice president or the President for approval. After approvals have been obtained, an appointment notice shall be issued to the employee on behalf of the President. Reclassification from unclassified professional to classified is also possible, following a similar process with some minor procedural changes. Contact the Director of Human Resources or Institutional Equity and Compliance Director or designee for guidance.

#### **E. FLSA Status**

Reviews to determine the status of a position for purposes of the Fair Labor Standards Act shall be handled pursuant to [Section 3.30](#).



## 6.06 / Salary Administration

Effective: July 01, 1997 Revised: August 15, 2011

### I. Policy

- A. Budget officers shall prepare salary recommendations for unclassified professional personnel according to guidelines issued by the University Budget Office. These guidelines are in accordance with salary policies determined by the President and vice presidents. Salaries for new unclassified professional appointments or recommendations for changes in salary for current unclassified professionals will be reported to the Director of Human Resources for information and to the Institutional Equity and Compliance Director or designee for the purpose of ensuring compliance with federal and state affirmative action regulations. Adjustments in salaries will consider:
  1. merit as indicated by performance appraisal,
  2. internal equity,
  3. external competitiveness for similar positions,
  4. federal and state laws and regulations, and
  5. University policy
- B. Unclassified professionals are designated as either exempt or non-exempt as defined in the Fair Labor Standards Act (FLSA).