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UNIVERSITY**

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## **WSU Policies and Procedures Manual (Selected chapters)**

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WSU Policies and Procedures Manual

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### **Chapter 1 / University Structure**

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# Policies and Procedures

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[1.07](#) / Recognition of Wichita State University Foundation (*Effective Date: November10, 2008*)

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*Policy manual sections lacking an effective date were in effect before the manual was first adopted, July 1, 1997.*



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# Policies and Procedures

## 1.01 / Board of Regents

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.

### **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.

### **Revision Date:**

July 1, 2014



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# *Policies and Procedures*

## **1.02 / Mission and Vision Statements for Wichita State University**

### **Mission:**

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

### **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.

### **Revision Date:**

May 20, 2014



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# Policies and Procedures

## 1.03 / University Administration

The administrative structure of the University includes the officers and supporting staffs of the central administration and the administrative structures of the six colleges, the Graduate School, University Libraries and the satellite instructional centers.

### **President:**

The chief executive officer of the University is the President, who is appointed by and serves at the pleasure of the Kansas Board of Regents. The President has ultimate responsibility for the University's administration, and all administrative duties and authority are set by the President. The President is assisted in the administration of the University by a staff that includes the Provost and Senior Vice President and other vice presidents.

### **Provost and Senior Vice President:**

The Provost and Senior Vice President has the following specific responsibilities: exercises a coordinating role among the vice presidents and other senior administrative officials to assure that all actions and decisions properly reflect the academic needs and priorities of the institution; works closely with the college deans in all academic matters, including program review and accreditation, new program initiation and program discontinuance; prepares the academic budgets, advises the President on overall budget strategies and priorities, including both state and city/county mill levy budgets, assists the President in reviewing proposed development and expenditure of private funds to assure that they reflect the academic needs and priorities of the institution; responsible, and in coordination with the college deans, for all faculty personnel matters, including recruitment and retention of faculty, faculty evaluation, faculty development, affirmative action and conflict resolution; responsible, through the Office of Research and Technology Transfer and in coordination with the college deans, for the promotion of research programs of the University and for nurturing their proper relationship to the graduate programs and faculty development; provides active liaison with external agencies and boards, including the Academic Office of the Kansas Board of Regents, its Council of Chief Academic Officers, the WSU Board of Trustees and the WSU Foundation; works with the Faculty Senate, its elected leaders and its committees to assure and maintain an active faculty role in all matters related to the academic policies of the institution. The Provost and Senior Vice President assumes administrative responsibility for the University should the President be unable to act.

### **Vice President for Research and Technology Transfer:**

The Vice President for Research and Technology Transfer oversees University research centers, institutes and sponsored programs and the Office of Research and Technology Transfer and its staff. The Vice President has overall administrative responsibility for developing, coordinating and stimulating research and creative activity; for enhancing external funding; and for ensuring compliance with all applicable laws and regulations. This includes leading University-wide strategic growth activities and coordinating the various University units that comprise the research infrastructure, including the acquisition of research funding, the planning and development of research space, research commercialization, the incubation of new companies, and recruiting of corporate research partners. The Vice President for Research and Technology Transfer will coordinate with the Provost and Senior Vice President to ensure relationship to the University graduate programs and further faculty development. The Vice President is responsible for the transfer of University intellectual property to patent. The Office of Research and Technology Transfer deals with intellectual property issues associated with faculty start-up companies, especially when technology is licensed from the University.

### **Vice President for Administration and Finance:**

The Vice President for Administration and Finance is the chief business officer of the University with responsibility for the areas of fiscal management, financial accounting and reporting, business management and administrative management. Fiscal management includes the responsibility for the University's budget, institutional research, internal

control and management of investments. Financial accounting and reporting includes the administration of the Office of Financial Operations and Business Technology, development and maintenance of accounting procedures and systems and preparation of financial reports and analyses. Business management encompasses the operations of physical plant, new construction and capital improvements, campus police, purchasing, inventory control, financial management of auxiliary enterprises, business and fiscal advice to the WSU Board of Trustees and the WSU Intercollegiate Athletic Association and insurance and risk management. Administrative management includes the responsibility for administration of personnel management, including faculty and staff benefits and university support staff relations, and administrative responsibility for the University Post Office and Central Services.

#### **Vice President for Student Affairs:**

The Vice President for Student Affairs has administrative responsibility for a wide range of programs and services aimed at supporting and enhancing the educational goals of students. The Vice President for Student Affairs also has responsibility for intercollegiate athletics, residence halls and assisting recognized student organizations, including fraternities and sororities, and the Student Government Association. Other responsibilities include handling student disciplinary matters and assisting students with the Academic Court of Appeals process.

#### **Vice President for Strategic Communications:**

The Vice President for Strategic Communications oversees the University's marketing, communications, community outreach and event activities, as well as supporting the marketing needs and interests of the University's colleges, departments and other units. The Vice President for Strategic Communications also serves as liaison to the Wichita State University Alumni Association.

#### **General Counsel:**

The General Counsel is the University's chief legal officer. The General Counsel has executive responsibility for handling all legal matters involving the University, University Administration and University employees and serves as the University's liaison with the state Attorney General's Office.

#### **Deans:**

The chief administrative officer of each degree-granting college is a Dean, who is responsible to the Provost and Senior Vice President for the leadership and general management of the college. Areas of responsibility of the dean include: college program development and future planning; determination of the educational, fiscal and physical plant needs of the college; development of the budget for the college; formulation of college-level recommendations concerning salary, appointment, assignment, promotion and dismissal of faculty and staff, based in part on the prior recommendations of chairpersons; and representation of the college and its programs both within the University and before professional and community groups. The dean is aided in carrying out administrative responsibilities by one or more associate or assistant deans. The management of the college is exercised largely through department chairpersons.

#### **Council of Deans:**

The Council of Deans serves as a forum for consideration of matters of academic policy. The council is chaired by the Provost and Senior Vice President and is composed of the college deans, the deans of University Libraries and the Graduate School and others specified by the Provost and Senior Vice President.

#### **Revision Date:**

February 25, 1999

July 14, 2000

February 1, 2001

August 7, 2002

February 1, 2006

July 1, 2006

November 1, 2007

August 19, 2013



# Policies and Procedures

## 1.04 / Execution of Contracts

### **Purpose:**

To comply with Regents Policy on contracts.

### **Policy Statement:**

1. This policy is intended to be subject to and in compliance with Board of Regents policies on contracts.
2. For purposes of this policy, a "contract" is any agreement or promise which purports to obligate the University<sup>1</sup> to perform some responsibility or to take some specific action[s].
3. 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.
4. The President, Provost and Senior Vice President, vice presidents on the President's Executive Team and General Counsel are the only individuals authorized to contractually bind the University by the execution of a contract. The President, Provost and Senior Vice President, vice presidents on the President's Executive Team 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.
5. All contracts or contract forms involving an expenditure of funds by the University in an amount of \$250,000 or more must be approved by the President prior to execution on behalf of the University.

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<sup>1</sup> 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.

### **Implementation:**

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

### **Revision Date:**

November 1, 1997  
 November 12, 2002  
 July 1, 2014  
 July 8, 2015

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



# Policies and Procedures

## 1.05 / Internal Audit Charter

### **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.

### **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.

### **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.

### **Revision Date:**

December 1, 2006

November 1, 2007

June 1, 2010

December 7, 2012



# *Policies and Procedures*

## **1.06 / Affiliated Corporations**

### **1. 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.

### **2. 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.

### **3. 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.

### **4. 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.

### **5. 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.

#### **Revision Date:**

December 6, 2006

November 10, 2008

June 17, 2016



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# Policies and Procedures

## 1.07 / Recognition of the Wichita State University Foundation

### **Purpose:**

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

### **Preamble:**

The Wichita State University Foundation was originally incorporated in 1965.

### **Policy Statement:**

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

### **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.

### **Effective Date:**

November 10, 2008



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# Policies and Procedures

## 1.08 / Recognition of the Wichita State University Board of Trustees

### **Purpose:**

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

### **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.

### **Policy Statement:**

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.

### **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.

### **Effective Date:**

November 10, 2008



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