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Faculty

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FACULTY HANDBOOK

THE UNIVERSITY

Organization. The University of Wichita began in 1895 as Fairmount College, a Congregational church school. In 1926, as a result of a referendum vote, the Municipal University was created and the properties of Fairmount College were transferred to the city. Today the University consists of five colleges and two schools: The Fairmount College of Liberal Arts and Sciences, the College of Education, the College of Business Administration and Industry, the College of Fine Arts, the College of Adult Education, the School of Engineering and the School of Music. The teacher training program of the College of Education includes work at the Institute of Logopedics.

The University is governed by a Board of Regents composed of four members appointed by the Board of Education and four members appointed by the City Commission, each of whom serves a four year term, and the Mayor of the City, who serves during his year in office.

The President is appointed by the Board of Regents and is the chief executive officer of the University and is responsible, subject to direction from the Board, for the administrative and academic functions of the University.

Other departments and services of the University are: Morrison Library, The Wichita Art Museum, Student Services, Athletics, Air and Army R.O.T.C., Summer School, the Foundation for Industrial Research and the Engineering Research Department.

RESEARCH

There are three different research organizations on the campus.

Foundation for Industrial Research. This is a semi-autonomous organization authorized by the Board of Regents which maintains final control over it. The Board of Governors of the Foundation is composed of business and industrial leaders in the community and the President of the University. The Director of the Foundation is directly responsible to the President who reports to the Board of Governors and, as appropriate, to the Board of Regents of the University. The Foundation was created through contributions from the community to provide for the conduct of research, investigation, studies and tests in the fields of aeronautics, chemistry, physics, electronics, petroleum,

natural gas, geology, metallurgy, engineering, agriculture, market conditions and outlets, and such other fields of business and endeavor as may from time to time be deemed advantageous by the Foundation. Most of the work done by this organization is carried on by the professional staff employed by the Foundation but regular University faculty members are used when appropriate, subject to approval of the head of the department and dean of the college involved.

Engineering Research (Wind Tunnel). This program is a part of the School of Engineering but is financed as an auxiliary enterprise outside the regular academic budget. The Director of the School, subject to the President of the University and the Board of Regents, is responsible for this activity. The past few years the major part of this work has been O. N. R. contracts. The engineering Research Program employs a regular research staff and faculty members are used whenever possible.

Academic Research (Social Science). A small allocation is provided in the regular university budget to aid faculty members in the social sciences to conduct specific research projects. No general allocations to faculty members of departments are made, but application may be made to the Administrative Council for assistance for specific proposals. All university funds to be used for this purpose will be handled through the Administrative Council.

FACULTY GOVERNING BODIES

Administrative Council. Composed of administrative staff as appointed by the President, regular meetings are held on the first and third Thursday of each month with a rotating chairmanship. The Council provides an opportunity to coordinate the various offices and to consult regarding problems as they arise. This group also acts in an advisory capacity to the President on matters of University administration.

University Council. An elected group of full time faculty members who meet regularly with the President on the second Thursday of each month to provide a constant flow of information and ideas between the faculty and the chief administrative officer of the University.

(Membership and Sessions)

1. The University Council is selected from those considered on the instructional staff at a stated salary in a full time capacity, the selection made by secret ballot in separate meetings of the respective colleges, schools or groups, as follows:

- a. Liberal Arts: Five chosen from professors and associate Professors, at least two of whom must be women. Five chosen from assistant professors and instructors, at least two of whom must be women.
(10)
- b. Business Administration: One chosen from professors and associate professors. One chosen from assistant professors and instructors. (Excluding Engineering)
(2)
- c. Engineering: One chosen from professors and associate professors. One chosen from assistant professors and instructors.
(2)
- d. Education: One chosen from professors and associate professors. One chosen from assistant professors and instructors.
(2)
- e. Fine Arts: Two chosen from professors and associate professors. One chosen from assistant professors and instructors.
(3)
- f. Military: The two Commanding Officers alternate as members, with the Commanding Officer of the Air Force unit serving for the first year. For this group only, the term of service is one year.
(1)
- g. Coaching Staff-- including athletic Director: One member chosen by this group.
(1)
- h. Library: One member chosen by this group.
(1)

2. Eligibility for voting and selection:

- a. The respective deans or heads of groups hold separate meetings to make their choices by secret ballot. All faculty members entitled to vote within a grouping may vote on choices from ranks both above their own and below. Faculty eligible to vote includes those on the instructional staff in a full time capacity at a fixed salary. Excluded from voting and selection on the Council are the following:
 - 1.) Members of the Administrative Council.
 - 2.) Non-teaching members of the staff except those in groups 1(g) & (h).
 - 3.) Fellows, lecturers, part time instructors paid on a fee basis.
 - 4.) Emeritus or retired faculty members.
 - 5.) Those on leave of absence.
- b. Not more than one member from any department may be selected in one rank grouping unless this department has six or more members in that rank grouping.

3. Term of membership, vacancies, changes in Council.
 - a. Term of office is two years. At the first meeting of the Council a drawing by lot shall take place and half of those elected will take a one-year term; the others will take two-year terms. Thereafter one-half the Council will be elected each year in the first four weeks of the Fall Term. Terms of those elected in the Spring of 1953 shall expire in the Fall of 1954 and 1955. (Thus no election need be held next fall except to fill vacancies under (c) below.) No person shall be eligible for Council membership for four years after his term has expired.
 - b. Any faculty member, once elected, will continue to serve on the Council regardless of any change in his rank, unless he is changed to one of the excluded groups named in 2(a) above. However, upon expiration of his term, his successor will be elected from that rank grouping from which he was originally selected.
 - c. Vacancies in the Council caused by retirement, resignations, leave of absence, death, or change in status sufficient to disqualify under 2(a), will be filled by elections by the respective colleges or groups, from the same rank grouping as that held by the former member at the time he was elected. Anyone granted leave of absence or prevented by prolonged illness from carrying out his full time duties on the campus shall have his position on the Council filled in an election by his respective college or group, if in the decision of the President, such an absence will be of such length as to warrant it.
 - d. Two years from now, during the year 1955-56, a Committee will be appointed by the President to review the success of this plan, to suggest changes, including those of apportionment, and to recommend such changes to the faculty as a whole.
4. Meetings: The University Council will meet as often as the Council and the President of the University shall mutually consider it desirable. At such meetings the President shall act as chairman. At meetings the Council may invite to sit with them for purposes of discussion or explanation any member of the Faculty, Chairman of Faculty Committee, Administrative Officer or other University staff member.

Functions

1. The Council may require and receive certain committee reports and act upon them as appropriate.

2. It may consider, recommend or develop proposals in the following areas of University-wide concern:
 - a. Academic-The Council should be well informed on any major change or revision in the curriculum and should have authority to recommend program development or change.
 - b. Teaching - The Council should consider ways to provide stimulation for improvement and evaluation of teaching. It should be concerned with faculty-student relationships and faculty responsibilities. This group has an interest in the development of research on the campus.
 - c. Facilities - The Council should develop and recommend a program of needs and priorities for teaching aids, libraries, equipment, etc. Individual departments should be bound by Council recommendations in these matters upon acceptance of the recommendations by the faculty.
 - d. Building Program.
3. Recommendations of the University Council are submitted to the President for referral when appropriate to the entire faculty, the Administrative Council or the Board of Regents.
4. The Council has authority to ask non-members to work with it in any capacity

The University Faculty. Composed of all full time persons with rank of instructor or above, the President, the Registrar and certain administrative officers as designated by the President. Only those with rank of Instructor and above are entitled to vote. Meetings are held upon notice given by the President at his discretion or upon written request of one-third of the voting members of the faculty. Attendance is not compulsory, but is requested when possible.

COMMITTEES

Academic. Some committees are academic in nature and of primary concern to academic personnel. They deal with matters that are not only of concern to teachers but with problems that must be decided by the faculty as a whole or by a committee acting for the faculty. Where these committees are concerned with academic matters, their decisions remain subject to change or further consideration by the faculty as a whole.

Administrative. Other functions a faculty committee may perform are primarily administrative as distinct from academic. These are necessary for the smooth functioning of the University so the academic work can be carried out effectively and with the least interference. The strictly administrative staff is not large enough to do much of this work and the committee system has the added advantage of making the thinking of the faculty available as a guide in these matters. Such a committee is acting as a part of the administration. Its function is to represent the viewpoint of the faculty, to make its counsel available; but such a committee is always under obligation to clear its recommendations with the administration.

Faculty Committees. The following standing committees are appointed annually by the President:

- | | |
|-------------------------------------|--------------------------------|
| 1. Admissions and Advanced Standing | 10. Bookstore |
| 2. Scholarship and Student Aid | 11. University Publications |
| 3. Graduate | 12. Summer School |
| 4. Curriculum | 13. Student Publications |
| 5. Adult Education | 14. Public Occasions |
| 6. Library | 15. Student Personnel Advisory |
| 7. Athletic Policy | 16. Radio-Television |
| 8. Courtesy | 17. Stadium |
| 9. Commencement | 18. Tenure |
| | 19. Audio-Visual Aids |

Special Committees are appointed by the President as required.

CONTACTS WITH THE BOARD OF REGENTS

The By-Laws of the University provide that the President of the University ". . . shall be the official medium of communication between the students, faculty and all other employees in the University and the Board of Regents."

APPOINTMENTS

Academic. Appointments for a majority of the teaching personnel are made for the academic year of approximately nine months, which begins one week prior to enrolment in the fall and continues through Commencement day in the Spring. Some faculty and all administrative appointments are on a twelve-months' basis. Coaching and Library Staffs are included in this group. Persons appointed on this basis are entitled to one month's vacation. The schedule for vacations for administrative personnel should be cleared through the office of the President.

Summer School. Most faculty members are given an opportunity to teach some during the summer, but in no case shall a person teach more than two summers out of three in the full nine weeks' session. Payment for this additional teaching is made according to a formula based on regular salary.

TENURE POLICY

Granting of Tenure: For purposes of tenure regulations, a probationary appointment is one made with the expectation of continuing the appointee as a member of the University staff; a temporary appointment is one made for a definite period, with no intent at the time of appointment of adding the appointee permanently to the University staff.

The earning of tenure shall be a privilege of the professorial ranks: assistant professor, associate professor, professor. Tenure shall in no case be granted before the completion of three years' service at the University.

1. **Assistant Professor:** At the end of a probationary period of seven years or upon promotion to a higher rank, an assistant professor must be given a review of his tenure status, with a definite recommendation.
2. **Associate Professor and Professor:** At the end of a probationary period of three years, an associate professor or professor must be given a review of his tenure status with a definite recommendation. Years served at a lower rank shall be counted as part of the three-year probationary period.

The period of probationary appointment shall not exceed seven year, including any credit which may be allowed for service at another institution of college rank. Previous service in other institutions of college rank may be counted for not more than three years of probationary appointment. Service in summer school or at rank below that of instructor may not be counted.

1. No teacher may be retained as an instructor for more than seven year, except as provided below in 4.
2. After a teacher has completed seven years in the rank of instructor or assistant professor or a combination of both, the question of his tenure must be reviewed, with a definite recommendation.
3. At the time of his first appointment, a teacher must be told whether his appointment is temporary or probationary and any credit given for service at other institutions must be established.

4. Temporary appointments may be made at any rank for stipulated periods. If it is later decided to change the appointment from temporary appointment to probationary appointment, all previous continuous service under temporary appointment shall be counted on the probationary period. Extended temporary appointments are to be discouraged.

Academic Freedom and Tenure: The principles of academic freedom shall be observed in all tenure matters, and the expression by a faculty member of conclusions arrived at by his research or opinions arrived at by his study, shall not, however, unpopular, constitute grounds for his dismissal.

Dismissal of a Teacher on Tenure. Should the dismissal of a teacher who is on tenure seem necessary or desirable, the teacher is to receive written notice of the fact from a responsible officer of the University. At the same time, the President of the University shall refer the fact of the proposed dismissal to the Faculty Committee on Tenure. The teacher shall, moreover, have the right to a hearing before the Board of Regents, with and adviser of his own choosing.

Unless the reasons for dismissal involve moral turpitude, the teacher is to receive his salary for one year from the date of notice, and if asked, to serve the University during that year.

Faculty Committee on Tenure. The President of the University shall appoint each year a Faculty Committee on Tenure. The duties of this committee shall be:

1. To see that the required reviews of tenure status are made.
2. To recommend necessary or desirable changes in tenure policy.
3. To appoint the special committee of review for each teacher on tenure who has been notified that his dismissal is being considered. Such a committee shall consist of three voting members. It shall have power to call witnesses, in particular the dean of the college and the department head of the individual concerned. The teacher whose dismissal is contemplated shall have the right to appear before the committee, with a counsel or adviser of his own choosing.

After a careful review, the committee shall transmit its findings to the President of the University, including a statement of its concurrence with, or its dissent from, the recommendations for dismissal.

Resignation of a Faculty Member Who Is on Tenure. A faculty member who is on tenure shall give at least four months' notice when resigning. He may ask his superior officers to waive this requirement, but he must abide by their decision.

Dismissal of Teachers for Financial Exigencies. The dismissal of teachers on tenure, because of financial exigencies should be sought only as a last resort, after every effort has been made to meet the need in other ways and to find for the teacher other employment in the institution.

RETIREMENT AGE

Teaching. The normal retirement age for faculty personnel is the July 1st which falls nearest the person's 70th birthday. The Board of Regents, upon recommendation of the President, shall determine what, if any, services the staff member shall perform on retired status. The Board will consider a recommendation by the President for extension of this retirement age only in case of unusual circumstances and then only on a one-year basis.

Administrative. A person in an administrative position will be retired from such a position on the July 1st nearest the date the person attains age 65. Administrative officers who are not members of the teaching faculty may remain in service after the normal retirement age upon consent of the Board of Regents and under such conditions as are prescribed by the Board of Regents. Administrative officers whose retirement from the faculty would be at the age of 70 shall be retired from administrative duties at age 65 and shall be assigned to such duties and at such pay as the head of the institution shall determine.

RETIREMENT PLAN

The University of Wichita has a retirement plan which covers all full time faculty members and certain other employees.

Membership. The plan is compulsory for all full time faculty members (including the President) on a continuing basis at a stated salary, administrative officer, the Director of the Food Services and all professional members of the athletic, library and Foundation for Industrial Research staffs.

Retirement Age. The normal retirement age is the July 1st nearest the date of the member's 70th birthday. Retirement income commences on the normal retirement date and is paid monthly thereafter as long as the member lives. With the consent of the Board of Regents, a member may retire prior to his normal retirement age on a reduced retirement income. Such retirement may be not more than 10 year prior to the normal retirement date.

Contributions. Each member contributes 5% of his annual salary (This is deducted from monthly salary checks) and the University contributes an equal amount.

Note: For complete information regarding the plan see the Municipal University Retirement Plan. Copies are available in the Business Office.

GROUP INSURANCE

The University has a group accidental death, dismemberment and hospitalization insurance plan for faculty and staff members and their dependents. The plan is not compulsory and the employee pays the entire cost of the insurance with deductions being made from each check in the Business Office. A complete description of the plan may be obtained from the Business Office and application for membership may be made there.

CHECKS

When Available. Monthly paid employees receive their checks on the 28th of the months. If the 28th falls on a Saturday, Sunday or during a vacation, checks will be distributed on the last working day prior to the 28th. Salaries for all faculty members are distributed over a twelve month period unless specific arrangements are made through the President's office to have them paid in nine installments. Checks may be requested prior to the regular day only in extreme emergency. All such requests must be made by filling out a request for advance of pay in the President's office.

Where Available. Checks may be obtained by calling for them at the Business Office.

Deductions. Certain deductions from checks will be made automatically- such as social security, withholding and retirement. Other deductions that may be made at the request of the employee are: hospitalization, courtesy fund and charitable contributions.

INFORMATION NEEDED

Change of Address. All Employees are requested to notify the Office of the President promptly of any change in address or telephone number.

Change of Dependents. The Business Office must be notified regarding any change in marital status or in dependents so that the Federal Withholding Exemption Certificate may be kept up to date.

Change of Beneficiary. Any employee who participates in the University retirement system or the health insurance program have named beneficiaries to receive their benefits in case of death. Any change of beneficiaries must be submitted in writing to the Business Office.

CAMPUS CREDIT UNION

For the convenience of all members of the University Staff who qualify for eligibility because they contribute to the social security program, a Campus Credit Union has been established. With its headquarters located in the main office of the Service Building, the Credit Union serves faculty and staff members and their families as a convenient savings and loan institution.

The Credit Union is operated by faculty and staff members and is chartered under Kansas Law. Shares may be purchased in denominations of \$5 upon payment of a 25¢ membership fee. All shares and loans are fully insured. Strictest confidence is the rule in dealing with individual financial transactions.

TICKETS TO UNIVERSITY ACTIVITIES

Football. Each University employee is entitled to buy as many season football tickets at \$3.66 per ticket as he has dependents for income tax purposes. Reservations for these tickets may be made through the Athletic Office.

Basketball. Each employee may purchase a maximum of two basketball tickets per game at the rate of 50¢ a ticket. There are no faculty season tickets. They are handled through the Business Office and a notice is sent out regarding the date the tickets go on sale.

Drama and Opera. All Employees are issued identification cards which permit them to purchase two tickets to all University dramatic events and the opera at a cost of 60¢ per ticket.

Student Forum. Tickets to this series are available either on a season basis or as single admissions. Prices are the ones established by the Student Forum Board.

REDUCED TUITION FOR UNIVERSITY EMPLOYEES

Any University employee or a member of his immediate family (wife, husband or children) may attend the University at half the regular tuition.

TEACHING LOADS

Fourteen credit hours are considered to be the normal full time teaching load at the University. The minimum teaching load is twelve hours with a maximum of sixteen hours. Variations are permitted only upon approval by the Council of Deans. Part of a teaching load for a regular faculty member may be assigned in the evening. The teaching of overloads for additional pay is discouraged and must be approved by the Council of Deans; however, a faculty member may teach one non-credit course per semester for additional pay providing he is carrying a full schedule of hours.

REGISTRATION

Each semester before the beginning of classwork, several days are devoted to the registration of students. This activity is directed by the Registrar with the aid of the faculty. Summer School registration is one day only. It is the policy of the University to provide each student with the advice and assistance necessary to insure that his schedule does not violate any regulations and that it fulfills his personal interests while advancing him toward his educational goals. Almost all the members of the faculty are called upon to assist with registration; and unless he has been excused by his dean or departmental chairman, each teacher must plan to be here for the entire registration period. As an advisor, each faculty member has a responsibility to take the initiative in informing himself, with the aid of his department head, of the rules and requirements of his department and of the University.

OFFICE HOURS

The administrative offices of the University are open from 8 a. m. to 12 noon and from 1 p. m. to 5 p. m. on week days and closed on Saturday morning. During the Summer School term, the offices are open from 7:30 a. m. to 12 noon and from 1 p. m. to 4:30 p. m. on weekdays and closed on Saturday morning. During Christmas vacation office hours are 9 to 4 Monday through Friday. All offices are expected to maintain these schedules.

COMMENCEMENT

Every member of the faculty is required to attend Commencement. Academic costume is worn and anyone who does not own a cap and gown may rent them through the Business Office. A member of the faculty who desires to be excused from the procession must make written application to the President well in advance of the Commencement date.

TRAVEL

A new policy is being developed for all university travel.

LEAVE OF ABSENCE

Academic Leaves. Academic Leaves of Absence to do further graduate work, to travel or otherwise prepare a faculty member with tenure to contribute more to the University must be approved by the Board of Regents upon the recommendation of the appropriate administrative officers. Each such request will be considered upon its merit. Such a leave of absence will carry with it a stipend of \$1 for the year. This will permit the person on leave to continue to make payments to his retirement policy if he wishes to do so. However, if the person does not want to make this contribution while he is away from the University, his retirement policy may be suspended for the duration of the leave and reinstated upon his return. Suspension of a policy does not entail a loss - it merely means that the annuity will not increase when no payments are made. Faculty members without tenure are not eligible for academic leaves.

Military Leaves. Faculty members who are called into the armed services will be granted Military Leaves of Absence without pay for the duration of their required military service. The person on leave must offer his services to the University or make arrangements for a new leave of absence within ninety days from the date of his discharge from the armed services. All payments to the retirement fund shall be suspended for the duration of a Military Leave of Absence. Under law a person on Military Leave of Absence may be permitted to return to his former position at approximately the same rate of pay upon his discharge from the armed forces.

Sabbatical Leaves. The University has no provision for Sabbatical Leaves with pay.

Sick Leave. Cases of faculty members suffering from long illnesses are handled on an individual basis.

THE UNIVERSITY CALENDAR

All University extra-curricular activities must be scheduled through the Office of The Director of Student Services 113 Adm. Bldg. A large activity calendar is kept there. All applications for room reservations must be submitted to the Office of the Director of Student Services at least 48 hours in advance of the date the facility is desired. Fees will be assessed according to a schedule.

SMOKING

Smoking is not permitted in classrooms during day or evening classes. The cooperation of all faculty members is requested in enforcing this policy. Exceptions to the rule are seminar rooms such as room 427 Administration Building.

PARKING

Two parking lots are reserved for faculty and staff. One by the service building has numbered spaces and is reserved for specific personnel. The other is the south section of the lot behind the Library. Any faculty or staff member may request a sticker permitting them to park in the lot. Space allocations are made and the stickers are available in the Office of the Director of Student Services. Any person having a permit to use a reserved parking lot is requested to park in it and not use other parking space on the campus.

KEYS

Keys are issued to faculty and staff at the request of the department head with approval by the Office of the President. Requests are made on forms available at the Business Office. After the request has been signed by the chairman of the department, it is left in the President's Office. The key may be picked up at the cashier's window two days later upon payment of a 25¢ deposit. It is the responsibility of the department head to make certain that all keys are turned back to the Business Office when they are no longer needed. They are not to be transferred from the authorized holder to another person nor are they to be loaned. Duplication of any key is forbidden.

LOYALTY OATH

By action of the state legislature, all employees of the University must sign a loyalty oath. It is the responsibility of the employee to go to the Business Office (Room 125, Adm. Bldg.) upon reporting for work to sign this oath.

PATENT POLICIES

The University does not have a fixed patent policy. The Foundation for Industrial Research requires any person performing research under its jurisdiction to assign any and all patentable inventions or information relative to such inventions to the Foundation.

EMPLOYMENT OUTSIDE THE UNIVERSITY

A member of the Faculty is permitted to engage in a reasonable amount of consultation or other work outside the University, provided that it does not interfere with his teaching schedule. Such work must be approved by the head of the department and the dean of the college and reported to the President in writing at the beginning of the semester.

LIBRARY

Morrison Library is operated for the convenience of the students and faculty. The following procedures have been set up to help all staff members receive the maximum benefit from this facility.

Checking Out Materials. All Faculty members have free access to the stacks and there is a chart at the entrance to the stacks showing the location of materials. All material taken from the library must be checked out in the proper manner and while no fines are charged against members of the faculty, they are urged to return materials promptly.

Placing Book Orders. Budget allocations for books for each department are made by the Library Committee according to a formula. Most departments require that the department head sign all book orders to prevent duplication and provide a record of expenditures in the departmental office. Each order must be placed on a separate card and the cards may be obtained from the library or the department head. The title, author, price, publisher and date must be given. When ordering from a second-hand dealer's catalog, the following additional information must be included: name of firm, address, catalog number and item number of each title to be ordered. These orders should be placed within a day or two of receipt of the catalog for these books are quickly sold out.

Placing Books on Reserve. Only books that will be used frequently should be placed on reserve as our space for these books is limited. The library should have at least 48 hours notice that books are to go on reserve before the announcement is made to a class. The reserve desk assistant should be notified before registration starts regarding books to be put on reserve at the beginning of a semester.

There are several types of reserve (Library Only, Overnight, Two Day and Seven Day) and instructions regarding the kind of reserve desired should be made clear. Books may be placed on open shelf reserve arranged by teacher and course, or on closed reserve arranged alphabetically by author. Generally, definite assignments in a very limited number of books for a short period

should be placed on closed reserve to avoid disappearance of the book when it is needed most. A choice of readings in a number of books is usually best handled by open shelf reserves so the students may select the ones they prefer.

Inter-Library Loans. Arrangements for loans from other libraries should be made with the reference librarian. The library has both a microfilm reading machine and a microcard machine. The costs of securing a microfilm of a short article usually is less than to borrow the bound files of a journal in which the article appears.

MAIL SERVICE

Mail and Parcel Post. All University mail is received and distributed through the Office of the Buildings and Grounds Department in the Service Building. The office is open at 7:45 a. m. during the regular term and first-class mail is distributed at that time. Third and fourth class mail is distributed at 10 a. m. The schedule of delivery of University mail to the main post office is posted in the office. There are no facilities for insuring or registering mail on the campus. The University has a postage meter machine for stamping and sealing outgoing mail. All letters from one department should be fastened together with a rubber band and the complete code and account number along with the name of the department, to which the postage is to be charged indicated on the top envelope. Mail to be run through the machine must be in the office by 4 p. m. If the amount is over 50 pieces, it should be in the office by 3 p. m. It is possible that bulk mailings will not go out the same day they are delivered to the Building and Grounds Office. Anyone planning a bulk mailing should check with the person in charge of that office for information regarding how it should be handled.

Express. Express packages are delivered to the University at about 1 p. m. and a notice is placed in the proper mail box. All express is insured for a minimum of \$50. Outgoing express should be in the Buildings and Grounds office by 11 a. m. or arrangements should be made there to have it picked up.

Freight. Small shipments are accepted in the Service Building and a notice is placed in the mail box. Large shipments are directed to the department concerned.

Stamps. Postage is not sold in the Service Building but may be purchased from the cashier in the Business Office or through the stamp machine in the hall of the first floor of the Adm. Bldg.

Supplies. Wrapping paper, gummed tape, string and labels for wrapping packages are available in the Buildings and Grounds office so that each department may wrap its own packages.

BUILDING MAINTENANCE AND SUPPLIES

All repair and maintenance work should be handled through the head of a department. A faculty member who is aware of the need for such work should report it to the head of his department who will call the Buildings and Grounds office and ask that it be taken care of. The Buildings and Grounds office is in the Service Bldg. behind the Bookstore. Erasers, chalk, new light bulbs, or any supplies of this nature, may be requested from the janitor.

PUBLIC RELATIONS AND PUBLICITY

Everything a University and its people do has a bearing on public relations. Thus, faculty members have a very important role to play in the development of good public relations with the many publics which the University serves. The University Public Relations Office - located in Room 153 of the Adm. Bldg. - is constantly engaged in the interpretation of policies, services and actions to assure complete understanding and appreciation. Faculty members are asked to cooperate with the Public Relations staff as it carries out its functions. Among these are:

Publicity. All publicity releases which are distributed to press, radio and television shall be cleared first through the Director of Public Relations or his representatives. News release forms are available to faculty members for reporting newsworthy items. Photographs, which are to be used for publication purposes, should be ordered through the Public Relations Office.

Faculty members shall inform the Public Relations Director when they have been contacted for a story by Press, radio or television representatives. However, full cooperation should be afforded these media at all times.

Speakers' Bureau. A central Speakers' Bureau is maintained within the Public Relations office. Faculty members are urged to register with the Bureau if they plan to accept speaking engagements before civic or professional groups. A complete brochure of available university programs will be distributed by the Speakers' Bureau early in the fall.

Publications. Departmental publications of a promotional nature should be developed with the approval of the Chairman of the University Publications Committee and the Director of Public Relations. Cost for the production of such publications must be borne by the department desiring the material. However, layouts, copy and other matter will be edited by the Public Relations staff without charge. Competitive bids from printers must be secured by the Public Relations department on each publication.

STUDENT PROMOTION

Every University department and its faculty is encouraged to take an active part in the student promotion program which is conducted annually. On occasion faculty members will be asked to represent the University at Career Days or College Days throughout the state. This program is handled through the Director of Student Services.

COLLEGE PUBLICATIONS

Student

Sunflower. The student newspaper is published each Thursday during the regular academic year by the journalism department and the student publications committee. Faculty members are encouraged to provide newsworthy items through the regular channels provided by the editor.

Parnassus. The school annual is published each spring under the sponsorship of the journalism department and the student publications committee.

Official

The President's Newsletter. The official house organ of the University is published monthly by the President's Office. Items for the Newsletter should be reported to the Public Relations Office.

Publications Committee. The faculty Committee on Publications is responsible for the editing and publishing of the University Catalog and for the University of Wichita Bulletins which are written by faculty members.

CLASSROOM PROCEDURE

All classes will be held in the rooms scheduled for them unless permission to change is requested and granted by the Committee on Curriculum and Schedule. All meetings will open and be dismissed promptly at the scheduled time. It is important that the class list be kept up to date. Early in the semester a list of all those properly enrolled in a class is given to the instructor. Only these students, less the withdrawals and plus the additions should be permitted to attend class. Additions are made by the instructor only upon receipt of a green add card from the registrar's office. Withdrawal cards are signed by the instructor and a portion of the card is returned to him for the class record.

GRADING

Grades. All grades are determined by the instructor. At the end of eight weeks all grades below "C" are reported to the proper dean's office on the cards provided for this purpose. The dean's office then sends a report of the downs to the parents of the students who are concerned and to their counsellors. Final grades are turned into the Registrar's Office on IBM cards on dates determined by that office.

Incompletes. Incomplete grades may be given only for work incomplete through unavoidable circumstances. All such grades must be made up within six weeks after the student's next enrollment or the grade automatically becomes an "F". Incompletes must be signed by the student's dean.

Change of Grade. A change of grade made necessary by an error on the part of an instructor may be accomplished by submitting the proper form, signed by the instructor and stating the nature of the error, to the registrar's office.

Withdrawals. A student who desires to withdraw from a course must present a withdrawal card to his instructor for signature and an indication whether it is a "Wd" or "Wf". If the student is passing in the course at the time he withdraws, he normally receives a "Wd", unless the course is dropped after mid-semester. The student must then get the signature of his counsellor and his dean and return the slip to the Registrar's Office.

EXAMINATIONS

University regulations require that each student in every class be given a final examination as scheduled in the "Final Examination Schedule" at the completion of the course. In addition most departments plan to schedule tests just prior to the time for the six and twelve weeks reports. The following rules apply to all examinations given at the University:

1. No re-examinations shall be given.
2. Where classrooms are crowded, instructors shall use alternate tests.
3. In courses for which there are several sections meeting at different hours, instructors will use different sets of tests or take other precautions to prevent the questions from becoming known.
4. The instructor shall remain in the classroom throughout the entire test period and shall devote himself entirely to the proper supervision of the examination.

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5. Final examinations shall be no longer than the time allotted for them on the examination schedule.
6. Instructors shall grade their own final examination papers, except in grading objective type tests at which time a student assistant may be used in direct conference with the instructor.
7. The final examination shall count not less than 20% and not more than 50 % of the grade for the entire course.

ABSENCES FROM CLASS

Faculty. Absences from class on the part of the instructor must be reported to the department head prior to the meeting of the class.

Students. All student absences from class must be reported once each week to the proper academic dean's office. Absence report blanks are available in each college office. Excuses for absences are given by the instructor except for absence at the time of an announced test or examination when the excuse must be gotten from the dean. Except in case of illness or other similar emergency, a \$2 fee is charged for a make-up examination, which is paid to the Business Office and then turned over to the instructor giving the test.

TEACHING AIDS

Student Services. Of service to faculty members as well as to students, are several of the various functions in the department of student services.

- a. Counseling and Testing. Designed to complement the program of academic advising are the counseling and testing activities of student services. Often a faculty member, as he advises students on academic programs, will detect that a student may have rather complex personal problems. Such problems may stem from various causes: e. g. - finance, parental domination, lack of clarity in vocational goals, etc. When such problems are encountered, the faculty member may feel free to consult with the staff of the counseling and testing services located at 105 Adm. Bldg. In appropriate cases the faculty member may wish to consult the Dean of Women, 117 Adm. Bldg. These services, staffed by professional counselors, will be happy to cooperate with faculty members in solving such problems.

The testing service also offers faculty members various aids in the construction, administration and scoring of departmental tests. The service is equipped with an IBM scoring machine, a feature of which is a graphic item counter. This allows for analysis, upon request of faculty members, of academic tests in an effort to improve test efficiency.

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- b. Health Service. Faculty members may find it necessary to refer students to, or have consultation with, the staff of the student health program located in the basement of the Library. A full time nurse-counselor is on duty there and the University retains a psychiatrist and other medical doctors.
- c. Reading and Study Habits Laboratory. In case a faculty member detects student reading and/or study habit deficiencies, he may consult the staff of the remedial reading and study habits laboratory, 112 Service Bldg. Student may enroll in a one hour non-credit course in an effort to improve reading skills (speed, comprehension, vocabulary) and study methods.

Visual Aids Laboratory. Audio-Visual aids are handled through a centralized agency located in the basement of Morrison Library. Equipment and an operator will be available for the showing of 16 mm films, filmstrips and slides. The screening room for films has 50 seats and is reserved for classes on request. Recorders and record players are housed separately.

STUDENT AID

Scholarships and Loans. The University has a variety of scholarship and loan funds available to students meeting specified requirements. Students at all class levels are eligible to apply for scholarships. As a rule, however, loans will be made only to students who have been at the University for at least one semester and who have earned a satisfactory record during that time. All applications for scholarships and loans may be filed with the chairman of the Student Aid Committee in Room 223, Adm. Bldg.

Employment. The facilities for placing students and graduates in employment are divided into three categories:

- a. On Campus Student Employment. All such employment is handled by the Student Aid Committee. Applications should be submitted to the Chairman of the Student Aid Committee, Administration Building, Room 223. All students employed on the campus will be subject to withholding tax and social security regulations.
- b. Off Campus Student Employment. Students and graduates desirous of obtaining part time or full time jobs off the campus should apply at the Alumni-Student Employment Bureau, 105 Administration Building. The Bureau also assists the wives and/or husbands of students and alumni in finding off campus employment.
- c. Teacher Placement. All students and alumni desirous of applying for positions as teachers or school administrators should contact the Teacher Placement Bureau 230 Administration Building.

PURCHASING

Book Orders. Orders for books for classroom use are placed by the department head to the Bookstore through the Office of the Dean of the College of Liberal Arts and Sciences. The requisition card may be obtained from the Bookstore to determine the number of books already in stock. A change in textbooks may be made provided the books on hand are disposed of satisfactorily or the supply has been exhausted.

Purchasing Procedures. The manner of handling purchases for the University is discussed in a "Purchase Procedures Memorandum" issued by the comptroller. The basic policies are outlined below:

1. Purchases of less than \$5 may be excluded from regular budget procedures. Such purchases may be paid for by the purchasing unit at the time of purchase and reimbursement secured by the cashier upon presentation of paid invoice with approval of department head shown on the paid invoice.
2. Emergency purchase orders, where the value does not exceed \$25, may be issued through the Deans of the Colleges and Directors of the Schools of Music, Art, Engineering, the Director of Student Services and the Director of Athletics. Procedure for handling such emergency purchases are outlined in the "Purchase Procedures" issued by the comptroller.
3. Purchases over \$25 and purchases less than \$25 which are not emergency purchase orders must be made through the Business Office. Presentation of a requisition signed by the proper authority and evidence of competition is required prior to the issuance of a purchase order. For detailed information regarding such purchases, you are again referred to the "Purchase Procedures" memorandum.

The comptroller will return to vendors all invoices not supported by the procedures outlined above.

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