New Faculty
and
Unclassified Professional
Orientation

August 17, 2009
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Agenda
NEO 2009
New Employee Orientation
Monday, August 17
Marcus Welcome Center
Wichita State University

12:00 noon  Registration and Lunch

12:45-1:05 pm  Welcome
Don L. Beggs, President
Gary L. Miller, Provost

1:05-1:25 pm  WSU History
Joe Kleinsasser, Director, News & Media Relations

1:25-1:45 pm  Student Profile and Customer Service
Marty Shawver, Senior Associate Provost

1:45-1:55 pm  Break

1:55-2:40 pm  Governance, Policy and Legal Matters
Terry Coltrain, Unclassified Senate President
Deb Soles, Faculty Senate President
Ted Ayres, Vice President and General Counsel

2:40-3:00 pm  Campus Resources
Maureen Dasey-Morales, Director, Counseling and Testing Center

3:00-3:10 pm  Break

3:10-4:00 pm  Campus Resources, cont.
Connie Landreth, Assistant Director, Human Resources
Grady Landrum, Director, Disability Services
Mike Wood, Director, Media Resources Center
Penny Warfel, Pre-Award Services Manager, Office of Research Administration
William Vanderburgh, Director, Center for Teaching and Research Excellence

4:00 pm  Closing Remarks

Hosted by the Center for Teaching and Research Excellence
www.wichita.edu/ctre
In 1991, the Kansas Board of Regents approved the following mission statement for Wichita State University:

Wichita State University is committed to providing comprehensive educational opportunities in an urban setting. Through teaching, scholarship, and public service, the University seeks to equip both students and the larger community with the educational and cultural tools they need to thrive in a complex world, and to achieve both individual responsibility in their own lives and effective citizenship in the local, national, and global community.

High quality teaching and learning are fundamental goals in all undergraduate, graduate, and continuing education programs. Building on a strong tradition in the arts and sciences, the University offers programs in business, education, engineering, fine arts, and health professions, as well as in the liberal arts and sciences. Degree programs range from the associate to the doctoral level and encompass 75 fields of study; non-degree programs are designed to meet the specialized educational and training needs of individuals and organizations in south central Kansas.

Scholarship, including research, creative activity, and artistic performance, is designed to advance the University’s goals of providing high quality instruction, making original contributions to knowledge and human understanding, and serving as an agent of community service. This activity is a basic expectation of all faculty members at Wichita State University.

Public and community service activities seek to foster the cultural, economic, and social development of a diverse metropolitan community and of the state of Kansas. The University’s service constituency includes artistic and cultural agencies, business and industry, and community educational, governmental, health, and labor organizations.

Wichita State University pursues its mission utilizing the human diversity of Wichita, the state’s largest metropolitan community, and its many cultural, economic, and social resources. The University faculty and professional staff are committed to the highest ideals of teaching, scholarship, and public service, as the University strives to be a comprehensive, metropolitan university of national stature.
### Academic Affairs Calendar 2009 – 2010

#### AUGUST
- **17** Orientation for new faculty
- **18** All-university GTA orientation
- **20** First day of weekday and evening classes
- **21** Notice about sabbatical leave requests sent out
- **22** First day of weekend classes
- **26** Last day to enroll or add for fall semester (16-week classes)
- **26** Last day to drop with 100% refund

#### SEPTEMBER
- **2** Last day to drop with 80% refund
- **7** LABOR DAY HOLIDAY
- **9** Last day to drop with 60% refund
- **11** Spring course schedules due to Registrar
- **17** Last day for graduate students to file an Application for Degree (for fall)
- **17** Twentieth class day
- **23** Last day to drop with 40% refund
- **25** Sabbatical leave requests due to deans

#### OCTOBER
- **1** Assessment funding requests due to Academic Affairs and Research
- **9** Sabbatical leave requests due to Vice President for Academic Affairs and Research
- **9** MURPA proposals due to ORA
- **12-17** Most first 8-week courses end this week
- **15-16** FALL BREAK
- **22** Spring Schedule of Courses available – tentative
- **23** Midterm grades due to Registrar

#### NOVEMBER
- **1** Last day to drop with a “W”
- **2** Notices sent to deans for annual evaluation of UP’s and faculty
- **6** Requests for nominations for university teaching awards distributed
- **13** ARCS proposals due to ORA
- **13** MURPA awards announced
- **13** Faculty Support Committee recommendations for sabbatical leaves due to Vice President for Academic Affairs and Research
- **16** Early registration for spring begins - tentative
- **20** Excellence in Research, Excellence in Creative Activity, and Award for Community Research nominations due to ORA
- **25-29** THANKSGIVING HOLIDAY CLOSING

#### DECEMBER
- **4** Provost and Vice President for Academic Affairs and Research transmits sabbatical leave recommendations to President
- **4** Final approved courses and curriculum changes due in Catalog office for 2010-2011 Catalog
- **4** Oral Defense deadline for fall
- **4** Summer course schedules due to Registrar
- **10** Last day of classes
- **11** Grad student Graduation requirements due for fall
- **11** URCA proposals due to ORA
- **11** Nominations for university teaching awards due to Academic Affairs and Research
- **11** Study day
- **12-18** Finals
- **13** Commencement Ceremony
- **23** Final grades due - tentative
- **23** HOLIDAY CLOSING at 5:00 pm
- **29** Grades available to students - tentative

#### JANUARY
- **4** Campus reopens
- **18** MARTIN LUTHER KING HOLIDAY
- **19** First day of weekday and evening classes
- **23** First day of weekend classes
- **25** Last day to drop with 100% refund

#### FEBRUARY
- **1** Last day to drop with 80% refund
- **5** President notifies deans/faculty of sabbatical decisions
- **8** Last day to drop with 60% refund
- **15** ARCS awards announced
- **15** Twentieth class day
- **15** Last day for graduate students to file an Application for Degree (for spring)
- **19** Evaluations for first-year probationary faculty and provisional UP’s due to Academic Affairs and Research
- **22** Last day to drop with a 40% refund
- **26** Summer Schedule of Courses available - tentative

#### MARCH
- **5** Evaluations for untenured faculty, tenured faculty, and UP’s
- **15** URCA awards announced
- **15-21** SPRING RECESS
- **18** Midterm grades due to Registrar
- **25** Fall Schedule of Courses available - tentative

#### APRIL
- **5** Last day to drop with a “W”
- **5** Early registration for summer begins
- **12** Early registration for fall begins
- **30** GRASP Symposium

#### MAY
- **3** Oral Defense deadline for spring
- **10** Last day of classes
- **10** Grad student Graduation requirements due for spring
- **11** Study day
- **12-18** Finals
- **14-15** Commencement Ceremonies
- **21** Final grades due to Registrar - tentative
- **25** Summer pre-session classes begin
- **26** Grades available to students – tentative
- **31** MEMORIAL DAY HOLIDAY

#### JUNE
- **7** First day of weekday classes (8-week classes)
- **18** Last day for graduate students to file an Application for Degree (for summer)

#### JULY
- **2** Last day of first 4-week session
- **5** INDEPENDENCE DAY HOLIDAY
- **6** First day of second 4-week session
- **16** Oral Defense deadline for summer
- **23** Grad student Graduation requirements due for summer
- **30** Summer session ends

NOTE: Registration, late registration, drop/add, and refund deadlines apply only to full-semester classes. Deadlines for shorter classes are proportionately equivalent - see the appropriate Schedule of Courses.
### Academic Year 2009-2010 Tenure, Promotion, and Professor Incentive Review (PIR) Calendar

#### Sept. 2009
11  Deadline for completion of basic documents and secondary dossiers.
11  Deadline for chair to notify eligible faculty tenure and/or promotion files are available for review.

#### Oct. 2009
2   Deadline for departmental reviews and votes on tenure, promotion, and PIR.
9   Deadline for department to notify dean of recommendations, and within two (2) working days after the department’s notification, the dean will notify nominees of the department’s recommendation, the chair’s independent recommendation, and the candidate’s right to appeal a negative decision.
16  Deadline for candidates to sign departmental cover sheet in dean’s office indicating they have reviewed all documents being forwarded by the department.
23  Deadline for submission of appeals or rebuttals to department-level recommendations to the dean.
23  Deadline for inclusion of letters from external reviewers.

#### Nov. 2009
20  Deadline for college committee to transmit recommendations to dean.

#### Dec. 2009
4   Deadline for dean to notify candidates and department chairs of committee’s and dean’s independent recommendations and the candidate’s right to appeal a negative decision or rebut an evaluation statement.
11  Deadline for candidates to sign college cover sheet in the dean’s office indicating that they have reviewed all documents being forwarded by the college and within two (2) working days after the signing, the dean will transmit materials to the Provost and Vice President for Academic Affairs and Research.
17  Deadline for appeal of or rebuttal to college-level recommendations to Provost and Vice President for Academic Affairs and Research.
18  Deadline for Provost and Vice President for Academic Affairs and Research to transmit materials to the University Tenure and Promotion Committee.
18  Deadline for adding materials to the secondary dossier.

#### Jan. 2010
11-15  Regular meeting of the University Tenure and Promotion Committee.
22  Deadline for University Tenure and Promotion Committee to report recommendations to Provost and Vice President for Academic Affairs and Research and to notify candidates and department chairs of the committee’s recommendations and the candidate’s right to rebut the committee’s evaluation.

#### Feb. 2010
5   Deadline for submission of rebuttal statements by candidates to the Provost and Vice President for Academic Affairs and Research of the University Committee’s evaluation.
19  Deadline for notification of candidates of recommendations to be made by the Provost and Vice President for Academic Affairs and Research to the President.
26  Deadline for University Committee to identify problems in tenure policies and tenure and promotion guidelines for the Faculty Affairs Committee.

#### March 2010
5    Deadline for appeals, rebuttals, and/or petitions to the President of negative recommendations.

#### April 2010
2    Final transmittal of Wichita State University decisions to the candidates.

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### Academic Year 2010-2011 Tenure, Promotion, and Professor Incentive Review (PIR) Calendar

#### March 2010
12  Deadline for Director of the Office of Institutional Research to notify deans of faculty scheduled for mandatory tenure review.

#### April 2010
2    Deadline for dean of college to notify faculty scheduled for mandatory tenure review with copies to Provost and Vice President for Academic Affairs and Research.
16  Deadline for faculty applying for promotion, PIR, and/or early tenure review to notify chair.
16  Deadline for candidates requesting external review to notify chair and dean.

#### May 2010
7    Deadline for chair to notify dean of faculty applying for tenure, promotion, or PIR.
21  Deadline for sending initial request for external reviews, if any are to be solicited.  21  Deadline for dean of college to notify Provost and Vice President for Academic Affairs and Research of faculty scheduled for early tenure review, promotion, and PIR.
As President of the 2009 - 2010 Faculty Senate, I would like to welcome you to Wichita State University. The Faculty Senate is charged with representing the faculty in university governance. It is a representative body of approximately fifty members, half of whom are elected on a rotating basis each spring semester by their colleagues. There are nine Senate divisions: the W. Frank Barton School of Business, the colleges of Education, Engineering, Fine Arts and Health Professions; the three divisions of the Fairmount College of Liberal Arts and Sciences (Humanities, Math & Natural Sciences, and Social Sciences) and the University Libraries. The Faculty Senate meets on the second and fourth Monday of each month. The president of the Faculty Senate is designated as the primary spokesperson for WSU faculty.

As members of the academic community, the principles that govern the resolution of any differences that may occur are those of collegiality and consultation. The members of the Faculty Senate Executive Committee, and in particular the President and President-elect, are available to assist you.

During the spring semester, you will receive electronic correspondence asking if you are interested in serving on one of the standing committees of the Faculty Senate. Vacancies on these committees are filled by the Faculty Senate Rules Committee using information from these forms. You will also receive information for the election process for new senators. Your participation in the election process and service on the Senate committees is strongly encouraged. The faculty must continue to play an active role in university governance.

For current information about the Faculty Senate, please check the Faculty Senate web site:
http://webs.wichita.edu/senate/  This site contains information relating to Senate committees and their charges, faculty policies regarding the tenure and promotion process and annual faculty evaluation. Additionally, you will find a copy of the Handbook for Faculty, the agenda and minutes of the Senate meetings, and the Rules and Constitution of the Faculty Senate. Other material regarding faculty benefits and responsibilities, academic polices, university service and miscellaneous information is available in the WSU Policies and Procedures manual – http://webs.wichita.edu/inaudit/tablepp.htm

Attached are membership lists of the current Faculty Senate, the Executive Committee and a brief description of the Standing Committees. I encourage you to get acquainted with the senators from your academic field and please feel free to contact any of the Executive Committee with any comments or concerns you may have. You may also contact Bobbi Dreiling, Administrative Assistant of the Office of Faculty Senate (ext 3504: bobbi.dreiling@wichita.edu)

Again, Welcome to Wichita State University.
Deborah Soles
President, WSU Faculty Senate
FACULTY SENATE  
2009 - 2010  

OFFICERS AND EXECUTIVE COMMITTEE

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<th>Campus Box</th>
<th>Campus Ext.</th>
<th>E-mail Address</th>
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<tr>
<td>President</td>
<td>Deborah Soles</td>
<td>74</td>
<td>3125</td>
<td><a href="mailto:deborah.soles@wichita.edu">deborah.soles@wichita.edu</a></td>
</tr>
<tr>
<td>Past President</td>
<td>Larry Spurgeon</td>
<td>77</td>
<td>6260</td>
<td><a href="mailto:larry.spurgeon@wichita.edu">larry.spurgeon@wichita.edu</a></td>
</tr>
<tr>
<td>President-elect</td>
<td>Frederick Hemans</td>
<td>67</td>
<td>3555</td>
<td><a href="mailto:frederick.heman@wichita.edu">frederick.heman@wichita.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Steven Skinner</td>
<td>44</td>
<td>3415</td>
<td><a href="mailto:steven.skinner@wichita.edu">steven.skinner@wichita.edu</a></td>
</tr>
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<td>Secretary</td>
<td>Johnnie Thompson</td>
<td>28</td>
<td>6881</td>
<td><a href="mailto:johnnie.thompson@wichita.edu">johnnie.thompson@wichita.edu</a></td>
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<th>Campus Ext.</th>
<th>E-mail Address</th>
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<tr>
<td>Rhonda Lewis-Moss</td>
<td>34</td>
<td>3695</td>
<td><a href="mailto:rhonda.lewis@wichita.edu">rhonda.lewis@wichita.edu</a></td>
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<tr>
<td>Julie Scherz</td>
<td>75</td>
<td>5344</td>
<td><a href="mailto:julie.scherz@wichita.edu">julie.scherz@wichita.edu</a></td>
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| Member Appointed by the President | Name       | Campus Box | Campus Ext. | E-mail Address                              |
|-----------------------------     | Daniel Russell | 74         | 3125        | daniel.russell@wichita.edu                  |

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<th>Office of the Faculty Senate</th>
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<th>Campus Box</th>
<th>Campus Ext.</th>
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<td>Bobbi Dreiling</td>
<td>111</td>
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<td><a href="mailto:bobbi.dreiling@wichita.edu">bobbi.dreiling@wichita.edu</a></td>
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### Members of the Faculty Senate 2009 – 2010

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<td>6356</td>
<td>** Kathy Stratman</td>
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<tr>
<td>7747</td>
<td>**Will Klunder</td>
<td>45</td>
<td>5746</td>
<td>** Betty Smith-Campbell</td>
<td>41</td>
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<tr>
<td>3125</td>
<td>**Deborah Soles</td>
<td>74</td>
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### COLLEGE OF LIBERAL ARTS & SCIENCES

#### HUMANITIES

| 6194 | ** Chris Brooks | 14 |
| 5130 | *Nan Myers | 68 | 3125 | ** Daniel Russell | 74 |
| 6694 | *Tina Bennett | 14 |
| 7117 | **Dharma deSilva | 88 | 3150 | *Robin Henry | 45 |
| 3367 | ** Robert Ross | 84 | 3125 | *Jeff Hershfield | 74 |
| 6261 | ** Jeff Bryant | 87 | | | |
| 6965 | *Tim Craft | 77 | 3120 | ** Paul Rillema | 51 |
| 3220 | *Terence Decker | 78 | 3997 | ** Syed Taher | 32 |
| | | | | ** vacant | |
| 3943 | ** Xiao Mi | 33 |
| 5443 | **Frank Rokosz | 3959 | 33 |
| 6881 | * Johnnie Thompson | 28 | 3972 | *Christian Wolf | 33 |
| 5696 | * Jo Bennett | 142 | 6091 | *Leland Russell | 26 |

#### MATH / NATURAL SCIENCES

| 3943 | ** Xiao Mi | 33 |
| 5443 | **Frank Rokosz | 3959 | 33 |
| 6881 | * Johnnie Thompson | 28 | 3972 | *Christian Wolf | 33 |
| 5696 | * Jo Bennett | 142 | 6091 | *Leland Russell | 26 |

### SOCIAL SCIENCES

| 3410 | ** Walter Horn | 44 | 6065 | ** Les Anderson | 31 |
| 3426 | **Mehmet Yildirim | 35 | 7193 | ** Jens Kreinath | 52 |
| 3415 | *Steven Skinner | 44 | 6693 | ** Sam Yeager | 155 |
| 5475 | *Brian Driessen | 133 | 7250 | * Orren Dale | 155 |
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| 3360 | **Carl Baker | 153 | 3010 | Provost and VPAA&R Miller | 13 |
| 3555 | *Annette Lezotte | 67 | S G A President | 56 |

* term ends 6/01/10  ** term ends 6/01/11
COMMITTEES OF THE FACULTY SENATE

Appointments to Committees are made by the Rules Committee, and confirmed by the Senate during the Spring Semester. A Committee Preference form is sent to all faculty electronically early in the Spring Semester. Current Committee members can be found on the Faculty Senate Web Page: http://webs.wichita.edu/senate/structure.html

The committees of the Faculty Senate and their responsibilities are:

ACADEMIC AFFAIRS – reviews and makes recommendations on proposals for new undergraduate degrees & academic programs and existing policies governing academic affairs & proposals for curricular change/development.

COURT OF ACADEMIC APPEALS – makes the final decision on cases appealed to it regarding students’ requests for change of grade.

EXCEPTIONS – considers applications for admission of students who do not meet University standards for admission.

FACULTY AFFAIRS – deals with matters relating to the relationship between faculty and the University/State of Kansas, for example, terms of employment, tenure, faculty status, and academic freedom.

FACULTY SUPPORT – reviews requests and makes recommendations to the Administration for institutional support of individual/department/college research proposals, sabbatical leaves, and other forms of faculty rewards.

GENERAL EDUCATION – oversees the operation of the General Education Program.

HONORS – oversees the operation of the Honors Program for academically talented students.

LIBRARY – advises the Dean of Libraries on long-term planning and development of the Library.

PLANNING & BUDGET – reviews all matters relating to university planning & budgets and makes recommendations to the Executive Committee of the Faculty Senate, the Faculty Senate and the Administration.

RETRENCHMENT ADVISORY & APPEALS – reviews the status of the University in relation to possible financial exigency.

RULES – interprets and recommends changes to Senate Rules/Constitution, appoints committee members, reviews Faculty grievance matters.

SCHOLARSHIP & STUDENT AID – concerned with policies/procedures for awarding institutional financial aid.

TENURE & PROMOTION – implements university policies and procedures for awarding of tenure and promotions.

UNDERGRADUATE RESEARCH - administers and reviews the Undergraduate Research Forum

UNIVERSITY CURRICULUM – serves as a curriculum committee for programs not covered by such a committee in a degree granting college & resolves challenges of curriculum proposals offered by one college/unit but affecting other colleges/units.
The Faculty Senate serves as a forum for the major constituencies within the University. Rules of the Senate provide for meetings generally on the second and fourth Mondays of each month during the fall and spring semesters. Meetings are open to the University community except for executive sessions.

**1.621/ Constitution of the Faculty Senate**

The Constitution of the Faculty Senate determines the selection and composition of the Senate, its organization, and rules, and procedures for amending the Constitution. The full text of the Constitution follows:

CONSTITUTION OF THE FACULTY SENATE

ARTICLE I
Composition and Selection

Section 1. The Faculty Senate is composed of elected members of the teaching/research faculty, department chairs, and University Libraries as described under (a), (b), and (c), below; and ex officio members as described under (d) and (e), below.

(a) The teaching/research faculty include all full-time (1.0EFT) university personnel who are tenured, temporary, probationary or instructors with faculty status and at least 50 percent of whose University duties include teaching, research, and/or library service. Eligible members of the faculty also serve as the electorate. Administrators are excluded from the Faculty Senate electorate. Administrators include those holding the title of President; Provost, Vice President; Associate Vice President; Assistant Vice President; Dean; Associate Dean; Assistant Dean; and directors of all non-academic programs including the Director of the Computer Center, the Director of the Office of Institutional Research, the Director of the Physical Plant, the Registrar, and the Director of Cooperative Education.

(b) For purposes of representation, faculty senators shall be allotted on the basis of a proportional system, with one senator for every twelve faculty members, rounded up to the nearest integer. It is the responsibility of the Senate Rules Committee to determine the number of representatives from each area, prior to the elections.

Senators will be elected from the following areas: the W. Frank Barton School of Business; the Colleges of Education, Engineering, Fine Arts, and Health Professions; Fairmount College of Liberal Arts and Sciences; and the University Libraries. Each area will determine the distribution of its representation on the basis of subdivisions or departments.

(c) Four faculty senators will be elected at-large, but not more than two from any one Faculty Senate division. The nine Faculty Senate Divisions are the Barton School of Business; the Colleges of Education, Engineering, Fine Arts, and Health Professions; the divisions of Humanities, Math/Natural Sciences, and Social Sciences in the Fairmount College of Liberal Arts and Sciences; and the University Libraries.

(d) The President of the University, the Provost and Vice President for Academic Affairs and Research, and the President of the Student Government Association are ex officio, non-voting members of the Faculty Senate.

(e) Upon assuming office, the President of the Senate begins a two-year term as an at-large senator. If the President's previous elected term has not expired, it will be filled by election.

Section 2. Elections shall be held annually to replace approximately one-half the membership of the Senate. The Senate also will elect two at-large members each year.
Section 3. Regular election to the Senate shall be for a term of two years. Senators are eligible for re-election.

Section 4. During the spring semester of each academic year, the Vice President of the Senate shall circulate to each eligible faculty member a list of those ineligible for Senate election by reason of continuing Senate membership and solicit nominations for senators at-large. A total of six nominations is required to place a nominee on the at-large ballot. The Vice President will conduct an election to fill the senator at-large positions.

Section 5. Each year, subsequent to the at-large election described in Section 4, the Vice President of the Senate will distribute to the members of each area mentioned in Article I, Section I, paragraph (b), a list of its members ineligible for election by reason of continuing Senate membership or election as senator at-large. Nominations for senator from each area will be solicited and the Vice President will distribute ballots to the appropriate faculty members. The Vice President will determine the need for run-off elections.

Section 6. Senate members elected in the spring semester shall take office June 1, except that the newly elected members of the Senate, and those members of the Senate with one year remaining in their terms, shall meet in May for the purpose of electing Senate officers for the forthcoming academic year.

Section 7. Vacancies on the Senate shall be filled by vote of the Senate for unexpired terms with the provision that the elected member shall be of the appropriate area (see Faculty Senate Rules, # 9 & 10: http://webs.wichita.edu/senate/FSRules-2005rev.htm).

Section 8. A senator who leaves the area from which elected will be considered to have resigned. However, the term may be completed if the change occurs during the spring semester of the last year of the member's term.

Section 9. The Executive Committee of the Senate has the responsibility of consulting with any senator who has a record of poor attendance at Senate meetings. After consultation with the senator, the Executive Committee may recommend to the Senate dismissal of the senator. A two-thirds vote of the Senate is required for dismissal.

ARTICLE II
Organization of the Senate

Section 1. The Senate shall elect its own President-elect, Vice President, and Secretary from among its membership. Following service as President-elect, that officer becomes President of the Senate. In the year after serving as President, that officer becomes Past President.

Section 2. Meetings generally shall be held on the second and fourth Mondays of each month during the fall and spring semesters. The time and place shall be set by the Executive Committee.

Section 3 The Senate shall determine its own rules.

ARTICLE III
Authority of the Senate

Section 1. The President of the Senate shall consult with the President of the University regarding the scheduling of General Faculty Meetings. Matters that shall be submitted to the General Faculty for ratification include fundamental principles of academic policy, substantive issues associated with faculty welfare, and significant changes in the governmental structure or organization of the faculty.

Section 2. The Senate may deliberate and take action on all matters related to the faculty.

Section 4. The Senate shall create and delete faculty standing committees and shall select their membership.

Section 5. Action of the Faculty Senate is final, unless twelve or more faculty members, representing at least three departments and two college/school/University Libraries, request the Executive Committee to place a topic on the agenda for the next General Faculty Meeting. Such requests must be made at least twenty-one days in advance of the scheduled meeting.

ARTICLE IV
Amendments

Section 1. An amendment to the Constitution may be introduced to the Senate by any faculty member. If the amendment is proposed by no fewer than twelve faculty members, representing at least three departments and two college/school/University Libraries, the Executive Committee shall place it on the agenda of one of the next two Senate meetings.

Section 2. If the amendment was proposed by a faculty member or by a Senate committee, a negative Senate vote is final. If, however, the amendment was proposed by no fewer than twelve faculty members, representing at least three departments and two college/school/University Libraries, the proposed amendment together with the Senate recommendation shall be placed on the agenda of the next general Faculty Meeting.

1.622 / Senate Committee Structure
Much of the work of the Senate is done through its committees. In addition to the Senate's standing committees, ad hoc committees may be formed to address major issues arising at the University. The composition, selection procedures, and specific charges of each standing committee are found in the Faculty Senate Rules and on the Faculty Senate Web site: [http://webs.wichita.edu/senate/structure.html](http://webs.wichita.edu/senate/structure.html).

Standard Charges of the Standing Committees:

1. Review, modify, and initiate policies and related procedures relevant to their specific charges.
2. Forward recommendations and/or motions to the Senate.
3. Report to the Senate at least once a year, and at any other times they and/or the Senate deem appropriate.
4. Submit policy proposals to the Senate in the form of a committee motion. Only the Senate has the authority to make recommendations to, or advise, the University administration or any other party in the name of the Senate.

Eligibility:

1. Eligible faculty include those eligible to serve on the Senate. No faculty shall be a member of more than two standing committees of the Senate, unless by reason of office or election. With the exception of ex officio members and membership determined by general faculty policy, membership of a given person is restricted to two consecutive three-year terms. Such faculty may be re-elected after a service break of one term.
2. Eligibility for student membership is established by the Student Government Association.

Selection Procedures:

1. Early in the spring semester, prior to making its nominations to fill vacancies, the Rules Committee shall distribute
Committee Preference Form to all eligible faculty.

2. Nominations by the Rules Committee are not limited to those persons who have completed Committee Preference Forms.

3. The Rules Committee shall nominate members for standing committees, subject to Senate ratification.

4. Chairs of standing committees shall be elected by their memberships in the spring semester after vacancies have been filled. Chairs serve for one year, beginning June 1. One year prior service on the committee is required to be eligible to serve as chair. If no member meets this criterion, the Rules Committee shall determine selection procedures. Newly elected chairs shall notify the Office of the Faculty Senate of their election.

5. Interim vacancies shall be filled by the Rules Committee, subject to Senate approval.

6. In making its nominations, the Rules Committee shall make certain that no individual serves on more than two standing committees, unless that membership is the result of office or election.

7. In making its nominations, the Rules Committee shall make certain that standing committees shall have an annual change in their membership. The term of office generally shall be for three years. Staggered terms for all new committees shall initially be determined by lot.

8. In the absence of the chair of the Rules Committee, the President of the Senate shall make temporary appointments to committees as needed.

9. If a member of a standing committee leaves the division from which elected, the member will be considered to have resigned. If the committee's actions would be disrupted by the resignation, the Senate President may specify that the member remain on the committee until June 1.

10. If a committee member has a poor record of performance, the Rules Committee shall consult with that member and may dismiss him or her from the committee.

11. Working with committee chairs and members, the Senate President coordinates the work of standing and ad hoc committees of the Senate.

Reports:

Committee reports to the Senate generally consist of two kinds, annual reports and motions.

1. A written annual report shall be submitted to the Senate by each committee chair, containing the following:
   a. Date
   b. Names of members
   c. Approximate meeting schedule
   d. Summary of activities and/or decisions.

2. Annual reports will be entered on the Senate agenda, distributed with it, and automatically accepted by the Senate unless a successful motion to the contrary is introduced on the Senate floor. Annual reports will not contain motions except as a recounting of those submitted to the Executive Committee. Annual reports may contain recommendations to the Senate.

3. Committee motions for changes in policy and/or stances on issues, if any, shall take the following written form:
   a. The motion
   b. Rationale for the motion.

Detailed information regarding the Standing Committees of the Faculty Senate may be found on the Faculty Senate Web page: [http://webs.wichita.edu senate/structure.html](http://webs.wichita.edu/senate/structure.html).

1.623 / Faculty Representative on University Governing Bodies

The Faculty Senate represents the faculty in University governance. The President of the Faculty Senate is the primary spokesperson for the faculty in University governance, as the Senate's designated representative. The President of the Senate is a member of the Council of Deans, a faculty representative to the WSU Board of Trustees, and serves on additional governance bodies as determined by consultation between the Senate and the administration. The President also serves as University Marshall. The President-Elect of the Senate sits as a non-voting member of the Council of Deans and other bodies to assure more effective faculty representation.
Unclassified Professional Senate

Who are Unclassified Professionals?

- Strictly defined, they are persons who hold appointments “requiring special technical or administrative skills of a professional nature distinct from teaching/research roles of the faculty or the direct administrative responsibility for faculty supervision.”

- More generally, they are full-time employees who are not part of the state “classified” system and who (in general) do not hold faculty appointments. However, approximately 12% of Unclassified Professionals are involved in classroom instruction.

- There are about 620 Unclassified Professional personnel at Wichita State University.

- Examples: Clinical Instructors in Health Professions, Research Associates, Coaches, Chief of Campus Police, Media Resources Specialists, University Computing Systems Analysts, Network Administrators, etc.

What is the Unclassified Professional Senate?

The purpose of the Unclassified Professional Senate is to foster communication and collegiality among Unclassified Professional Personnel of the University, and to:

- Provide representation for Unclassified Professional Personnel and liaison to the University administration and others regarding issues of concern;

- Formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Unclassified Professional Personnel at Wichita State University; and

- Review and recommend refinement of the Unclassified Professional Personnel Policy.

The Senate was formed in the 1992-93 academic year to represent and give Unclassified Professional employees a voice on campus.

Membership of the Senate

The Senate consists of seventeen members – nine from the division of Academic Affairs; four from the Division of Campus Life and University Relations; one from the President’s Office which includes Athletics; one from the Division of Administration and Finance; two At-Large (appointed by the Senate); and an ex officio representative appointed from the University Foundation.
Elections are held each spring for approximately 50% of the Senate positions. Terms are two years, coinciding with the fiscal year boundary.

**What does the Senate do?**

- Sponsors a minimum of two General Meetings of all Unclassified Professional personnel (one each in the spring and fall semesters) to report publicly on issues that have come before the senate; actions they have taken, and solicit feedback on issues of concern to the entire constituency.

- Oversees activities of a number of standing committees, including the Election Committee, Service Committee, Grievance Committee, Advisory and Appeals Committee for Unclassified Professional Staff reduction, Professional Development, Awards and Recognition and the Legislative Committee.

- Appoints representatives to the University Cabinet, Council of Deans and Directors, and various University-level Committees; mediates Unclassified Professional grievances; studies issues and makes recommendations to the President and Vice-Presidents; and organizes support for University initiatives.

- Maintains a Web page at [http://www.wichita.edu/up senate](http://www.wichita.edu/usesenate) which includes:
  - Notices of upcoming meetings
  - Minutes of past meetings
  - List of current senators and committee members / appointees
  - Information relevant to Unclassified Professional personnel – policies and current issues

- Maintains and distributes information via the Unclassified Professional Listserv ("up-list") including announcements regarding events, current policies, and issues of concern to Unclassified Professionals at Wichita State University. Visit the Web site for more information.

**Recent and Upcoming Issues:**

- Continued service projects for the WSU students, the WSU community, and the Wichita community;

- Salary parity;

- Professional development and recognition;

- Continued building of relationships with the Board of Regents and state legislators;

- Continued education of the aforementioned groups regarding the important roles that Unclassified Professionals serve in the University.

**Contact:**
Terry Coltrain, President FY 2010
Office of Internal Audit
terry.coltrain@wichita.edu (316) 978-5824
## Office of Human Resources

**Human Resources Center**

Main office: **978-3065**  
Fax: **978-3201**  
Campus Box: **15**  
Internet Address: [www.wichita.edu/hr](http://www.wichita.edu/hr)  
WSU On-Line Application Form: [www.hrepartners.com](http://www.hrepartners.com)

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<tr>
<td>Frankie M. Brown, Director</td>
<td>Administration</td>
<td>978-3540</td>
<td><a href="mailto:frankie.brown@wichita.edu">frankie.brown@wichita.edu</a></td>
</tr>
<tr>
<td>Shelly Kellogg, Admin. Spec.</td>
<td>Tuition Assistance</td>
<td>978-6122</td>
<td><a href="mailto:shelly.kellogg@wichita.edu">shelly.kellogg@wichita.edu</a></td>
</tr>
<tr>
<td>Lana Anthis, Assoc. Director</td>
<td>Procedure Questions</td>
<td>978-6166</td>
<td><a href="mailto:lana.anthis@wichita.edu">lana.anthis@wichita.edu</a></td>
</tr>
<tr>
<td>Tanya Wickersham, Assistant</td>
<td>Timekeeping, Student Sign-ups</td>
<td>978-3644</td>
<td><a href="mailto:tanya.wickersham@wichita.edu">tanya.wickersham@wichita.edu</a></td>
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**Employment:**

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<tr>
<td>Cathy James, Manager</td>
<td>Classified Employment/Temp Hires</td>
<td>978-3554</td>
<td><a href="mailto:cathy.james@wichita.edu">cathy.james@wichita.edu</a></td>
</tr>
<tr>
<td>Cyndy Hodge, Assistant</td>
<td>Vacancy Coordinator – Classified positions</td>
<td>978-3556</td>
<td><a href="mailto:cyndy.hodge@wichita.edu">cyndy.hodge@wichita.edu</a></td>
</tr>
<tr>
<td>Tonya Cruz, Assistant</td>
<td>Employment Assistant</td>
<td>978-3061</td>
<td><a href="mailto:tonya.cruz@wichita.edu">tonya.cruz@wichita.edu</a></td>
</tr>
<tr>
<td>Lana Anthis, Assoc. Director</td>
<td>Drug Testing Program</td>
<td>978-6166</td>
<td><a href="mailto:lana.anthis@wichita.edu">lana.anthis@wichita.edu</a></td>
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**Benefits:**

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<tr>
<td>Connie Landreth, Manager</td>
<td>Insurance, Retirement, Employee Assistance Program (EAP).</td>
<td>978-6121</td>
<td><a href="mailto:connie.landreth@wichita.edu">connie.landreth@wichita.edu</a></td>
</tr>
<tr>
<td>Janice Hobbs, Assistant</td>
<td>Insurance, KPERS</td>
<td>978-3079</td>
<td><a href="mailto:janice.hobbs@wichita.edu">janice.hobbs@wichita.edu</a></td>
</tr>
<tr>
<td>Lana Anthis</td>
<td>Shared Leave</td>
<td>978-6166</td>
<td><a href="mailto:lana.anthis@wichita.edu">lana.anthis@wichita.edu</a></td>
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**Classifications & FMLA Coordinator:**

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<tr>
<td>Libby Gilbert, Assistant</td>
<td>Compensation &amp; Classifications</td>
<td>978-6124</td>
<td><a href="mailto:libby.gilbert@wichita.edu">libby.gilbert@wichita.edu</a></td>
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**Payroll/Transactions:**

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<tr>
<td>Nancy Thompson, Manager</td>
<td>Payroll, &amp; Professional Sign-ups</td>
<td>978-6162</td>
<td><a href="mailto:nancy.thompson@wichita.edu">nancy.thompson@wichita.edu</a></td>
</tr>
<tr>
<td>Joan Antes, Assistant</td>
<td>Classified Performance Evaluations</td>
<td>978-6151</td>
<td><a href="mailto:joan.antes@wichita.edu">joan.antes@wichita.edu</a></td>
</tr>
<tr>
<td>Lecturer sign-up, Verifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margene Webster, Assistant</td>
<td>Verifications</td>
<td>978-6149</td>
<td><a href="mailto:margene.webster@wichita.edu">margene.webster@wichita.edu</a></td>
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**Office of Employee Relations:**

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<th>Name</th>
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<tbody>
<tr>
<td>Matthew Johnston, Assoc. Director</td>
<td>Dispute Resolution, Training</td>
<td>978-6123</td>
<td><a href="mailto:matthew.johnston@wichita.edu">matthew.johnston@wichita.edu</a></td>
</tr>
<tr>
<td>LaMar Brown, Assistant</td>
<td>Workers Comp</td>
<td>978-3068</td>
<td><a href="mailto:lamar.brown@wichita.edu">lamar.brown@wichita.edu</a></td>
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</table>
19.05 / University Information Technology Systems Relative to E-mail

Purpose:
To state University policy with regard to the use of University information technology systems relative to E-mail.

Preamble:
Technology resources provided by Wichita State University are made available to students, faculty, staff and others primarily as tools for enhancing and facilitating teaching, learning, scholarly research, communications and the operation and administration of the University. Uses which are not directly related to these purposes shall be considered secondary activities and should such secondary activities in any way interfere with the primary activities, access to university technology resources may be terminated immediately. Access to and usage of such resources is a privilege and is not a right; it is therefore deemed appropriate and necessary that certain guidelines for the usage of the E-mail component of the University's technology resources be set forth and explained.

Policy Statement:

1. Computers and other electronic media are the property of Wichita State University and should be used for the primary purpose of benefiting, enhancing and furthering the mission of the University.

2. By using University-supplied information technology facilities and resources, individuals and other entities agree to abide by all applicable policies and procedures adopted by the University, the Kansas Board of Regents, the state of Kansas, and the usage guidelines of other networks linked to the University's networks or computer systems.

3. By using University-supplied information technology facilities and resources, individuals and other entities agree to abide by and/or with current state and federal laws, including, but not limited to those relating to trademarks, service marks and copyright, defamation and discrimination.

4. Users should understand that E-mail transmissions are considered to be non-confidential communications. E-mail transmissions may be subject to disclosure through legal proceedings or otherwise through various laws which may be held to apply to such transmissions.

5. Users should understand that authorized University personnel must have access to E-mail and related information stored on University owned equipment. This access is required for reasons that include retrieving business-related information, trouble-shooting hardware and software problems, preventing unauthorized access and system misuse, assuring compliance with software distribution policies, and complying with legal and regulatory requests for information. The Executive Director of the University's computing center will be responsible for approving any such access.

6. Users should understand that individual access to the University's information technology resources may be terminated at any time due to a violation of this policy.

7. Users should understand that delivery of E-mail cannot be assured and that recovery of lost E-mail may not be possible.
8. Users should respect the right of privacy of others and E-mail should not be used to harass, intimidate or interfere with the work of the recipients of E-mail.

9. Users should refrain from acts that waste University resources and prevent others from using the University's information technology resources in accord with this policy.

10. E-mail should not be used for private (does not include or cover consulting activities pursued in accord with applicable University policies) or commercial gain, posting of chain letters, posting or mailing of obscene materials, representing oneself electronically as another user, or configuring hardware or software to intentionally allow access by unauthorized users.

11. Users should understand that the University's information technology resources are intended to facilitate the work of the University and personal usage by Users should be limited and should not interfere with or delay University matters.

12. All University employees will be assigned an "official" E-mail address based on the following format: firstname.lastname@wichita.edu.

Implementation:
The Executive Director of University Computing shall have primary responsibility for the publication and implementation of this University policy.

Effective Date:
March 17, 1998

Revision Date:
December 18, 2003

3.03 / Drug Free Workplace

It is the policy of Wichita State University that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities or grounds controlled by the University (hereafter referred to as "workplace"). Any officer or employee of the University, including faculty, other unclassified personnel, classified personnel, and student employees, found to be illegally manufacturing, distribution, dispensing, possessing or use of controlled substances at the workplace of the University regardless of the site of the workplace, shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, and Wichita State University. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution.

As a condition of employment, all employees of Wichita State University shall abide by the terms of this policy statement and will notify Wichita State University of any criminal drug conviction for a violation occurring in the workplace no later then five days after such conviction. Wichita State University will, in turn, notify as appropriate, the
applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of section 202 of the Controlled Substances Act and as further defined by regulation at 21 CFR 1300.11 through 1300.15. A listing of controlled substances will be maintained in the Office of Equal Employment Opportunity, Human Resources, Research Administration and at other appropriate locations on campus. The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

**Drug Awareness Program:**
The Wichita State University Drug Awareness Program includes but is not limited to the following:

1. Drug-Free Workplace Policy statement (above) - This policy will be distributed to current employees at the time they sign up for employment, and will be referenced in the Handbook for Faculty, Staff and Students as each is updated.

2. Special programs - Educational programs on drug awareness and substance abuse will be presented on a periodic basis to inform employees of the dangers of drug abuse in the workplace and promote a drug-free work environment and workplace.

3. Counseling and Testing Center services - The Counseling and Testing Center is a resource available to all employees for drug awareness and substance abuse counseling, information, and programs. Employees are encouraged to use this resource to assure a drug-free environment and workplace.

4. Penalties for policy violation - In accordance with University disciplinary policies and practices, when an employee is found in violation of this policy he/she may be subject to penalties up to and including termination. Employees may also be required to satisfactorily participate, at their expense, in a substance abuse or rehabilitation program before being allowed to return to work. Appropriate action will be taken within 30 days of notice to the University of a conviction or violation of the statement on drug-free workplace.

**Student Federal Financial Aid:**
Students receiving Pell Grants and/or other types of federal financial assistance (as designated by the Department of Education) will be required to sign a certification indicating compliance with the Drug-Free Workplace Act of 1988. The Financial Aid Office will assure institutional compliance with this federal requirement.

**Implementation:**

1. When required for the award of a grant and/or contract, the Office of Research Administration will provide certification that the University is a drug-free workplace.

2. Employees must notify their supervisor of a criminal drug statute conviction for a violation occurring in the workplace no later than five working days after such conviction. The supervisor must notify the employee's vice president, who shall assure compliance with further notification requirements.

3. Within ten working days of notification of a drug conviction of an employee the Office of Research Administration shall notify the appropriate granting/contracting agency of the conviction. Within 30 days of the employee's notice, the University shall take appropriate disciplinary action.
3.05 / Students and Employees with AIDS

It is the policy of Wichita State University that students and employees who have AIDS or positive HIV tests, will be allowed normal classroom attendance and/or performance of regular duty assignments as long as they are physically and psychologically able. For purposes of this policy, the following terms shall be used: acquired immunodeficiency syndrome (AIDS) and positive human immunodeficiency virus (HIV) antibody tests. This policy covers illness and conditions related to AIDS and positive HIV tests of HIV. The University will offer educational programs to students and employees to promote knowledge and prevention of AIDS.

Procedures Related to Identification and Treatment of Students and Employees with AIDS and/or positive HIV tests:

1. Screening prospective students and employees for AIDS and/or positive HIV tests will not be done nor be a part of the regular admission or employment processes.

2. In accordance with existing University procedures, an employee's or student's medical record, personnel file, and/or educational record, is confidential (including information on or related to AIDS) and may not be released without the individual's permission except as otherwise provided by law. Disclosure by University personnel of confidential medical/personnel information is prohibited without the written consent of the individual or as otherwise allowed by law. Violation of this confidentiality will result in disciplinary action in accordance with existing University policy.

3. Students and/or employees who have AIDS or positive HIV tests, will be allowed the usual access to campus academic, social, and cultural activities. Access to common social areas such as the Rhatigan Student Center, cafeterias, the Heskett Center, gymnasiums, and other recreational facilities will not be restricted.

4. Individuals with AIDS or positive HIV tests participating in activities where an exchange of body fluids, such as blood, may occur (e.g. contact sports, educational laboratory/clinical settings such as in the life sciences and health professions) should discuss the advisability of participation with their physician. The participant with AIDS or a positive HIV test has the responsibility to inform other participants of the possibility of contamination.

5. Individuals with AIDS or positive HIV tests, will not be restricted access to food service areas nor will food service workers be so restricted, unless they show evidence of another infection, condition, or illness for which there should be such restrictions. Supervisors of food service facilities shall assure access is not restricted. All food service workers should follow recommended standards and practices of sanitation and personal hygiene. Any food tainted with blood or other body fluids must be discarded whether or not the handler is infected with the AIDS virus. Any equipment contaminated by blood or other body fluids must be washed in soap or detergent and water and then disinfected with an appropriate chemical germicide (1:10 solution of household bleach or alcohol).

6. Employees with AIDS or positive HIV tests will be treated, for all work-related purposes, in the same manner as persons who develop other kinds of illnesses. If a person is no longer able to work, as with other illnesses, he/she will be expected to use sick leave and/or annual leave until these are exhausted. At that point, the employee may apply for shared leave or go on leave without pay in accordance with University policy. If the employee is unable to return to work, he/she may be eligible for disability leave. In addition, as required by nondiscrimination laws protecting handicapped and disabled persons, the University will, on a case-by-case basis, make reasonable accommodations to
help persons with AIDS carry out their work duties. Information for purposes of requesting reasonable accommodations should be provided to the Director of Disability Services. That information will be kept confidential except insofar as it must be divulged to make the accommodations.

7. Occupants of residence halls will not be advised that another occupant has AIDS or a positive HIV test. Current medical information indicates there is no risk to sharing dormitories with infected individuals; however, there may be circumstances where those with AIDS or HIV positive might be exposed to certain contagious diseases in a close living situation. Because of the medical need for these students to exercise greater control of their environment, they will be offered appropriate options based upon consultation with each individual's physician. The University recognizes the independent nature of Greek chapter houses and offers them the educational, health, and student service resources of the University community in dealing with issues relative to AIDS or positive HIV tests.

8. Any employee who works with or provides services for an individual who is known to have AIDS or a positive HIV test will be expected to carry out his or her normal work duties. An employee requesting transfer due to concerns about the disease will be considered for such vacancies as are available on the same basis as other candidates for the positions.

9. Students or employees may contact Student Health Services for information about AIDS and HIV testing. Additionally, student and employees requesting HIV testing should be referred to the Wichita/Sedgwick County Department of Community Health or to laboratories they prefer.

**AIDS Prevention Education Programs:**

1. To assure compliance with the policy and procedures statements above, it is incumbent upon the University to provide education and information on AIDS and positive HIV tests. A critical means of impeding the further spread of the disease is the provision of timely and accurate advice, information and education to individuals, groups and policy makers.

2. The University Advisory Committee on AIDS, appointed by the Vice President for Student Affairs, shall be responsible for developing and coordinating a comprehensive education program on AIDS and positive HIV tests for students and employees. This program is to include specific workshops and information dissemination on: AIDS, HIV antibody testing and meaning of results; prevention, transmission and implications of the disease; intervention and treatment; support resources; and a complete explanation of established University policy. A host of psychological, social, political, economic, legal, and cultural factors should also be discussed, as appropriate, in programs for specific audiences. Programs and informational material should be generally and/or specifically targeted to students, administrators, faculty, unclassified professionals, classified staff, members of campus organizations, coaches, trainers, student-athletes, residence hall personnel, food handlers, custodians, Heskett Center staff, orientation personnel, Student Health Services personnel, persons not employed by the University but who voluntarily take leadership roles in certain University activities such as club sports, and faculty, staff and students involved in teaching and research programs in wet laboratories.

3. AIDS prevention and education programs must be conducted by professionals working in this field.

**Implementation:**

1. The University Advisory Committee on AIDS is responsible for advising the Vice President for Student Affairs of any modifications to this policy which may be required in the future. Additionally, this committee may be consulted before actions are taken to dismiss a student from the University and/or dismiss an employee for reasons related to having AIDS or a positive HIV test. The University Advisory Committee on AIDS is composed of the Director of Equal Employment Opportunity, Director of Human Resources, Director of Disability Services, Dean of Students, and Medical Director of Student Health Services. This committee reports to the Vice President for Student Affairs.
2. This policy shall be distributed to student and employees through regular policy dissemination mechanisms.

3. The University Advisory Committee on AIDS will be provided staff support for the conduct of programs and information dissemination by the Office of the Vice President for Student Affairs.

4. All budget and budget review officers shall assure employees and students are familiar with this policy and take steps necessary to assure academic work, and laboratory environments are in compliance with efforts to prevent the transmission of AIDS.

Revision Date:
May 17, 2000

(Note: Because this policy applies directly to students and employees at Wichita State University, Students and Employees with AIDS has also been included in Chapter 8, Student Policies and Procedures, at Section 8.09.)

3.06 / Prohibiting Sexual Harassment

I. INTRODUCTION

In addition to being illegal, sexual harassment runs counter to the objectives of Wichita State University. When people, whether student, faculty, unclassified professional, or classified staff, feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, their academic and work performance is likely to suffer. In addition, such actions violate not only the dignity of the individual but also the integrity of the University as an institution for learning. Academic freedom flourishes when all are free to pursue ideas in a nonthreatening, non-coercive atmosphere of mutual respect. Sexual harassment is thus harmful not only to persons involved but also the entire University community.

With the adoption of this policy on sexual harassment, Wichita State University reaffirms its commitment to maintaining an environment free of intimidation, fear, reprisal, and coercion - one in which students, faculty, unclassified professionals, and classified staff can develop intellectually, personally, and socially.

II. RESPONSIBILITIES

All members of the University community are responsible for promoting a positive working and learning environment where all persons are free to discuss any problems or questions they may have concerning sexual harassment at the University, without fear of intimidation or retaliation. To that end, the University shall disseminate this policy and procedures prohibiting sexual harassment widely so that all members of the University community are informed of their rights and responsibilities.

A. University officials are committed to contributing to a positive learning and working environment by acting in a manner which is fair by attempting to resolve complaints and by educating members of the University community to eliminate prohibited activities and any acts of retaliation.
B. It is the obligation of administrators and supervisors who become aware of sexual harassment in their area of responsibility to take steps to prevent its continuation. Failure to do so is a violation of this policy.

C. Persons experiencing unwelcome, harmful, or offensive behavior are encouraged to communicate directly with the persons whose behavior is perceived or experienced as sexually harassing. Communicating directly that such behavior is unwelcome, harmful, or offensive will often result in the resolution of the complaint prior to resorting to the University's stated informal and/or normal complaint procedures.

D. This policy is not intended and will not be implemented in such a way as to censor or punish students, faculty, or staff members for exercise of their First Amendment right to express their individual ideas and viewpoints on any topic. This policy also is not intended and will not be implemented in a way that infringes on academic freedom.

E. University employees are cautioned against entering romantic and/or sexual relationships with any individual where a professional power differential exists even if that relationship is a consensual one. The potential for harassment claims arising out of such relationships makes them unwise. Examples of professional power differentials include romantic and/or sexual relationships between a faculty member and a student over whom the faculty member has a supervisory role, a classified supervisor and an employee who reports to the supervisor, or an unclassified professional supervisor and a student assistant/employee who reports to the supervisor. When a charge of sexual harassment is made, in this context, it may be difficult to show immunity on the grounds that the relationship was consensual.

F. Claims of sexual harassment that are frivolous, vindictive, and without support or merit may constitute a form of sexual harassment.

III. DEFINITION

Sexual harassment involves behaviors which interfere with an individual's work or the learning environment through unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct which unreasonably interferes with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive working or learning environment. To the extent that individuals are protected from a "hostile environment" it must be understood that the University cannot protect its constituents from verbal conduct which is upsetting, rude, or uncivil. A hostile environment complaint under this policy requires that a reasonable person in the complainant's circumstances experiences conduct which is severe and/or pervasive enough that the conditions of such person's work or educational environment are altered.

In determining whether alleged conduct constitutes sexual harassment, it is necessary to look at the entire context and pattern of behavior. The clearest example of sexual harassment is an attempt to coerce an unwilling person into a sexual relationship by using an employment or educational relationship. However, any behavior, whether verbal or physical, constitutes sexual harassment if:

- A person is intimidated by the threat, overt or implicit, that any educational or employment decision may be affected by unwillingness to tolerate or accept sexual attentions.
- A person is required to tolerate or accept sexual attentions as a condition of employment or learning.
- Any educational or employment decision has been affected by a person's refusal to comply with or tolerate inappropriate sexual behavior.
The behavior creates an environment that a reasonable person of ordinary sensitivity would find intimidating, hostile, or offensive on the basis of sex and which interferes with that person's ability to work or learn.

Any reprisals are taken for reporting or objecting sexual harassment.

IV. PROCEDURES

The procedures for dealing with sexual harassment issues and complaints essentially are similar for all persons at Wichita State University. The levels or types of procedures: namely, Counsel and Advice, Informal Procedure, and Formal Procedure, are consistent across all employment categories. Intent of this policy is to have the procedures of this policy compatible with existing related policies such as grievance procedures. Therefore, some differences in procedures exist among the major employment categories of classified, faculty, and unclassified professional. For students, existing established procedures also are recognized and utilized in this policy. The Counsel and Advice procedures are the same for all categories. The informal and formal procedures for classified staff, unclassified professionals, and students are presented with a combined set of procedures. The faculty procedures, while essentially parallel, are presented separately.

A. COUNSEL AND ADVICE

1. Regardless of an individual's personal responsibility to deal with grievances directly and informally, this is not always practical in cases of perceived sexual harassment. The person may fear retaliation from the perceived harasser. Further, the perceived harassment may be of such a nature that engaging in such conduct violates not only reasonable standards of personal conduct but the standards of professional conduct that the University expects and requires its professional employees to observe.

2. Individuals, therefore, may seek counsel and advice from various campus offices, such as the Counseling Center or from trusted individuals in order to clarify in their own minds the situation they find themselves in or to explore various means available for redressing their grievance.

3. When seeking counsel and advice, persons should keep in mind that:

- Managerial employees of the University, such as, department chairpersons, office supervisors, deans, etc., may be required by law or University policy on the prudent exercise of supervisory responsibilities to report even informal complaints of sexual harassment that come to them.
- Managerial employees who are required by virtue of their position to report sexual harassment complaints to higher University authorities should so inform potential complainants and advise them where they can go for unofficial discussions if that is what the potential complainant is seeking.
- Persons who want to pursue unofficial discussions should visit the Counseling Center or speak to others in the University who do not have supervisory responsibilities.
- Potential complainants should keep in mind that neither the Director of Equal Employment Opportunity nor other University officers are permitted to be advocates for complainants in developing or pursuing a complaint. While these officers are obligated to enforce and implement University policy, they must seek to assure fairness to both parties and to protect the University's interests. The University's interest is in the fair treatment of all those involved in the process while complying with its legal obligations as an employer.

B. FACULTY PROCEDURES

1. PERSONAL RESPONSIBILITY

a. In general, people should assume responsibility for dealing with conflicts, misunderstanding, and grievances that arise from their interactions with other people in everyday life. This applies to perceived instances of sexual harassment and o
other matters. It always is appropriate to inform a perceived harasser that his/her conduct is objectionable and to seek a mutual accommodation.

b. No one shall abridge a faculty member's right to be accompanied to a meeting or discussion by a colleague of his/her choice. Other than as provided below, all parties are obligated to protect the confidentiality of the proceedings.

2. FORMAL PROCEDURE FOR FACULTY

a. When any member of the University community or applicant for employment or admission believes, in good faith, that he or she may have been sexually harassed by a faculty member, they may bring a complaint to any appropriate member of the University community, including any academic or administrative officer such as dean, supervisor, the representative of the Office of Student Affairs, or department chair. Unless the complainant chooses to withdraw the complaint at the time of initial contact, the person contacted will refer the complaint either to the department chairperson of the faculty member accused in the complaint or to the Director of Equal Employment Opportunity as the complainant prefers.

b. Persons wishing to make complaints should take note that timely reporting of a complaint will greatly facilitate any subsequent investigation.

c. The chairperson or Director of Equal Employment Opportunity will interview the complainant and the accused faculty member and seek to resolve the issues between them in a manner consistent with University policies and satisfactory to both parties.

d. If a satisfactory resolution is achieved, a factual report of the complaint, the accused faculty member's response to it, and the basis of the complaint's resolution will be prepared by the chairperson or Director of Equal Employment Opportunity and signed by both parties. The signature of the parties will signify that they accept the resolution of the complaint as stated in the report and that they agree to abide by its terms.

e. Each party will receive a copy of the report. In addition, the report will be placed in the personnel or student files of both parties and will remain confidential under all circumstances within the University's control. In the absence of similar complaints in the five years following the date of the report, both copies of the report retained by the University will be destroyed.

f. The fact that, within the stated time periods, a faculty member agreed to adverse findings in a complaint of sexual harassment may be used as evidence of a pattern of misconduct in a subsequent inquiry. However, a faculty member shall not be held accountable twice for the same misconduct if he/she had abided by the terms to a previous complaint. Evidence of a pattern of misconduct may be used to justify more severe sanctions or penalties in a subsequent complaint. No claims of a pattern that are not substantiated by written reports signed by the faculty member or by the findings of a formal hearing or by direct testimony ill be allowed.

g. In the case of a student complaint against a faculty member where the faculty member makes counter allegations against the student and where the inquiry by the department chairperson or Director of Equal Employment Opportunity finds merit in the faculty member's counter allegations, the allegation against the student will be referred to the Office of Student Affairs for disposition. In the case of a classified or unclassified professional employee's complaint against a faculty member where the faculty member makes counter allegations against the employee; and where the department chairperson or Director of Equal Employment Opportunity finds merit in the faculty member's counter allegations, the allegations against the employee will be referred to the Office of Human Resources for disposition.
3. FORMAL HEARING FOR FACULTY

a. In the event that informal procedures fail to resolve a complaint, either party may request a formal hearing.

b. When a case is appealed to a formal hearing because one or both parties is unwilling to accept the findings of the informal procedure, the case will be heard by a panel convened under the procedures of the Faculty Grievance process. At the complainant's request or if the dean of the college so determines, the complaint will be presented and argued at the hearing by the department chairperson, the Director of Equal Employment Opportunity, or another designated administrative officer. The complainant must appear as a part to the case and must give testimony. Failing to do this, the case will be dismissed. Both complainant and accused may be assisted during the hearing by a member of the University community of their own choosing.

c. As provided for in the Grievance Procedure, the Findings of the hearing panel will be reviewed by the Vice President for Academic Affairs and Research and the President of the University. The President's decision will be final in all matters. Although the President has final legal authority in personnel matters from the Board of Regents, the interest of the University in faculty self governance and the principle of peer evaluation suggest that the recommendations of internal hearing panels will be accepted generally. In cases where the recommendations of an internal panel are not accepted, the President will discuss said recommendations with the internal hearing panel as well as the direct participants in the grievance process. If additional or new information or evidence is brought to the attention of the Vice President for Academic Affairs and Research or the President of the University during their respective reviews, the internal hearing panel should be reconvened to hear said additional or new information or evidence to consider whether revisions of its original findings and recommendations are justified.

d. Neither findings of fact, assessments of responsibility, nor sanctions or penalties recommended or imposed after a formal hearing require the approval or agreement of either party involved in the complaint.

e. The final report of the hearing panel and a record of the final decision by the President regarding the complaint will be provided to each party and placed in the personnel or student files of both parties.

f. The University will protect the confidentiality of the report under all circumstances within its control except that it may report the filing and resolution of a complaint and imposition of sanctions or penalties without identifying the parties or their departmental or college affiliations. In the absence of similar complaints in the next five years, both copies of the report retained by the university will be destroyed. While the full report may be destroyed, a record of the fact that sanctions or penalties were imposed and agreed to will be retained permanently in the personnel record and may be reported to potential employers.

g. All complaints of sexual harassment will be reviewed initially according to the procedures in this policy. In some cases, however, a formal hearing panel may recommend or the administration may determine that a faculty member found guilty of sexual harassment should be dismissed for cause due to the nature of his/her offense. In that case, the Vice President for Academic Affairs and Research will refer the case to the Dismissal for Cause procedure. The issue in those proceedings shall be whether the offense of which the faculty member has been found guilty warrants dismissal or whether a lesser sanction is appropriate. The dismissal proceedings may consider alleged mitigating circumstances but shall not retry the question of guilt. If the dismissal case is rejected, the original hearing panel in the harassment case, if necessary, will recommend a lesser sanction; and the disposition of the case will proceed as provided for in this policy.

C. PROCEDURES FOR CLASSIFIED AND UNCLASSIFIED PROFESSIONALS
1. INFORMAL PROCEDURES

a. Any member of the University community or applicant for employment or admission who, in good faith, believes that he or she may be experiencing sexual harassment may bring such a complaint to any appropriate member of the University community, including any academic or administrative office of the University. For example, any dean, director, supervisor, department chair, or advisor may serve as the initial contact for an informal complaint. Successful resolution efforts will be facilitated greatly by the timely reporting of complaints. The more time that elapses, the more difficult it will be to ascertain the truth of the matter and pick appropriate remedial action.

b. Upon receipt of possible sexual harassment complaint, the University officer, administrator, or other person shall notify promptly the Director of Equal Employment Opportunity of the existence of the complaint. The Director of Equal Employment Opportunity shall maintain a record of the informal complaint as well as the result of the informal procedures.

c. The responsible University official to whom the complaint was brought or the Director of Equal Employment Opportunity shall function as a mediator to attempt to resolve informally the complaint of sexual harassment. To this end, the mediator's responsibilities are:

- Listen to the complaint and assist the complainant in clarifying his/her experiences and feelings.
- Advice complainant on his/her options, both informal and formal.
- At the request of complainant, talk to the person against whom the complaint is brought in an attempt to work out a satisfactory solution and convey to the complainant the results of that discussion.

If the complainant is pleased with the outcome of the mediation process, the matter ends there.

2. FORMAL PROCEDURE FOR CLASSIFIED AND UNCLASSIFIED PROFESSIONALS AND STUDENTS

Procedures for resolution of formal complaints should be thorough yet expeditious. Should a formal review be deemed necessary, both the complainant and the person against whom the complaint is brought (the respondent) will be informed of the content of the complaint and will have a full opportunity to be heard. All parties will be able to obtain information about the progress of the review. The time period required for the review may vary from case to case, but all parties will be informed if an extended delay is anticipated. Normally, the review period will be completed within 60 days. The Director of Equal Employment Opportunity and the responsible administrator must remain impartial during the administrative process and work in concert to ensure that all involved be treated fairly.

A. PROCEDURES

1. Report the complaint to the University administrator responsible for the department or other unit in which the harassment is believed to have occurred (henceforth referred to as the responsible administrator), unless that person already is involved personally or already is aware of the behavior that is the subject of the complaint. In some cases, there may be more than one responsible administrator. For students with complaints of harassment by other students, the designated administrators in the Division of Student Affairs are identified as the responsible administrator. The complaint also may be initiated directly with the Director of Equal Employment Opportunity.

2. Complaints filed later than 180 days from the most recent occurrence normally will not be considered due to the fact that, with the passage of time, it becomes more difficult to investigate a complaint. However, a complainant who files
after 180 days will have the opportunity to argue that special circumstances exist and request that the complaint be submitted for investigation or mediation or administrative action in light of special circumstances.

3. If a complaint is made to the responsible administrator, that individual will confer with the Director of Equal Employment Opportunity concerning the resolution of the complaint. Likewise, should the complaint be made to the Director of Equal Employment Opportunity, the Director will confer with the responsible administrator. If the substance of the complaint warrants further review, both administrators, acting together, will review the complaint. If a complaint is made to the Division of Student Affairs, a staff member will contact the Director of Equal Employment Opportunity.

4. The Director of Equal Employment Opportunity and the responsible administrator will conduct an interview with the complainant to acquire a thorough understanding of the complaint. A written statement of the complaint will be developed by the complainant. The responsible administrator and the Director of Equal Employment Opportunity will offer assistance to the complainant in the development of this written statement.

5. The Director of Equal Employment Opportunity and the responsible administrator, after consultation as necessary, will determine whether the complaint, as reported, alleges sexual harassment in violation of Wichita State University Policy Prohibiting Sexual Harassment. The conclusion(s) reached will be communicated to the complainant. The responsible administrator will communicate the conclusion(s) to the respondent of the complaint.

6. If it is concluded that further inquiry is warranted, a meeting will be scheduled with the Director of Equal Employment Opportunity, the responsible administrator, the respondent, and a fourth person, if the respondent chooses to bring one for personal support. At that meeting, the respondent will receive both a verbal explanation and the written statement of the complaint. The respondent will have access to relevant information pertaining to the complaint and will be given the opportunity to respond but is under no obligation to respond immediately. The respondent also will be cautioned against retaliation and to maintain confidentiality. Future meetings may be scheduled to allow the respondent the opportunity to reflect and respond to the complaint. If the respondent chooses to make a written response to the complaint, the responsible administrator and the Director of Equal Employment Opportunity will offer assistance to the respondent, if needed, in the development of the written response.

7. With or without a response from the respondent, the Director of Equal Employment Opportunity and the responsible administrator may interview other persons who have specific knowledge about the alleged incident(s). Persons interviewed will be informed 1) that the fact that an investigation is underway should not lead to any assumed conclusion and 2) to maintain confidentiality.

8. A determination will be made, after completion of all interviews, as to whether a violation of the Policy Prohibiting Sexual Harassment has occurred.

9. If it is determined that sexual harassment has not occurred, both the complainant and the respondent will receive letters stating the steps that have been taken in the review process and the determination from the administrators involved in the review.

10. If it is determined that sexual harassment has occurred, the following measures will be taken:
   a. Both the complainant and the respondent will receive letters from the administrators involved in the review outlining the steps taken in the review process, the determination made and the sanctions to be imposed.
   b. Sanctions will be devised in accord with the seriousness of the behavior. Sanctions may range from admonishment to, in extreme cases, a recommendation for dismissal.
c. Steps will be taken to prevent further acts of sexual harassment.
d. Steps will be taken to prevent acts of retaliation for bringing the complaint.

If a remedy exists and is within the ability of the University community to provide, then a recommendation to that effect may be made.

V. CONFIDENTIALITY

It is the obligation of administrators and supervisors to whom a complaint of sexual harassment is brought to maintain confidentiality. This will not preclude investigation, allowing respondents to reply to a complaint, or provision of a remedy to persons injured by acts of harassment where that is practical.

VI. APPEAL BEYOND THE ADMINISTRATIVE PROCEDURES

A. Complainants who believe that a satisfactory resolution of their complaint of sexual harassment has not been reached by the administrative process described above may take their complaint to the appropriate Grievance Review Committee within 90 days. Unresolved complaints of sexual harassment by students against other students also may be heard by the appropriate student judicial council.

B. Any employee of Wichita State University aggrieved by sanctions imposed in relation to an alleged act of sexual harassment may appeal through the appropriate grievance procedure.

VII. TRAINING

The Director of Equal Employment Opportunity of Wichita State University is responsible for providing training to all University employees concerning sexual harassment issues and procedures. The training program should be designed to: 1) sensitize employees to the rights and responsibilities of all concerned parties; 2) provide supervisors and administrators with current information on applicable laws, rules, regulations and procedures; and 3) demonstrate appropriate techniques for the careful investigation and mediation of sexual harassment allegations.

VIII. DISSEMINATION

The University administration shall make every reasonable effort to inform all members of the University community regarding the proper procedures and persons available for the handling of sexual harassment complaints. In particular, this information should be communicated to all new students and employees as an integral part of their orientation experience.

_Students should first refer to Section 2.02 of this manual, Sexual Harassment of Students._

**Revision Date:**
August 4, 2000
3.07 / Sexual Assault

Purpose:
To bring Wichita State University into compliance with the Federal Campus Security Act which mandates that the University distribute basic information about University policies and programs related to sex offenses.

The purpose of this document is to describe basic information about University policies and programs related to sex offenses. Federal law mandates that this information be made available to all faculty, staff and students at Wichita State University.

Educational Programs:
Educational programs regarding sex offenses are offered by the following:

- Women's Opportunity and Resource Center
- The Office of Student Life and Services
- Student Housing
- WSU Police Department
- Student Health Services
- Office of International Programs
- Selected academic courses

Potential Sanctions:
Sanctions for those responsible for rape, acquaintance rape or other sex offenses (forcible or non-forcible) following an on-campus disciplinary procedure will be designed to suit each individual case and can include permanent expulsion from the University.

Procedures to Follow After a Sex Offense:
If a sex offense occurs, the victim is strongly encouraged to report the information to the WSU Police Department and to seek medical attention. It is important that evidence be preserved for the investigation of the incident. That means that clothes should not be discarded, and the victim should not shower or bathe in other ways. The victim can report the incident to the Office of Student Life and Services if he or she does not wish to report it to the police. If the student has bathed after the incident, a report should be filed.

Campus Discipline Procedures:
Campus disciplinary hearings have a dual purposes: to educate and protect members of the University community. Hearings are held independently of any actions taken by criminal and civil courts and the concept of double jeopardy does not apply in these circumstances. Procedural protections are afforded to both the defending party and the charging party. Procedures for an initial on-campus disciplinary hearing include the following steps.

1. A letter will be sent to the defending party which includes the following information:
   a. The nature of the alleged offense;
   b. The approximate date and time of the alleged offense;
   c. A citation of the University regulation which applies to the case;
d. Information about the nature of the hearing;
e. Adequate notice to prepare for the hearing with a deadline for meeting with the appropriate hearing officers.

2. The initial hearing includes the following safeguards:

a. The defending party will be allowed to hear a summary of the evidence against him/her from the hearing officer;
b. The defending party will be allowed to bring an adviser who will not speak for the defending party but will be able to advise only and who may be an attorney to the hearing;
c. The defending party will be allowed to question witnesses;
d. The defending party will be allowed to present witnesses and other information pertinent to the case;
e. The defending party will be allowed to make a recording of the hearing at his/her expense;
f. The decision of the hearing officer will be provided to the defending party and charging party in writing.

3. The results of the initial hearing may be appealed in accordance with procedures for filing a case with the WSU Supreme Court. Procedures for filing an appeal with the Supreme Court are outlined in the WSU Student Handbook.

4. The charging party has several rights in the discipline process, including the following:

a. The charging party may bring an advisor to any hearings or conferences related to the alleged incident. This advisor may be an attorney limited to the same level of participation as an attorney for the other party;
b. The decision of the hearing officer will be provided to the charging party in writing;
c. All discipline hearings are closed and confidential proceedings of the University.
d. A pre-conference hearing may be held to discuss procedures for the hearing and answer any questions that the participants may have.

Notification Options:
The victim is strongly encouraged to notify the WSU Police Department after an incident. The Dean of Students is available to assist the student in filing such a report.

Services for Victims:
Services are available on campus to assist the victims of sexual assault on an immediate and ongoing basis. Medical follow-up is provided by the student health services. Counseling support is available through the Counseling and Testing Center, the Women's Resource Center, the Office of Student Life and Services and the Wichita Sexual Assault Center. Other assistance is available from any staff member of the Division of Student Affairs.

Housing Room Changes and Other Services:
Students who desire assistance in changing housing arrangements are encouraged to contact the Office of University Housing for help with this matter. Academic assistance is provided through the dean's office of the student's academic college. Other assistance of a more general nature is available through the Office of Student Life and Services (Grace Wilkie Hall; Room 105). The Dean of Students has been designated as the survivor's (victim's) advocate and can provide a variety of forms of assistance to students.
State law, the Public Employer-Employee Relations Act, requires that the University remain completely neutral in dealings with employee organizations seeking recognition. The University cannot encourage or discourage membership in any employee organization. It is a prohibited practice for a public employer to dominate, interfere, or assist in the formation, existence, or administration of any employee organization. To comply with the law, the University has established the following procedures to guide organizing activities on the campus:

1. Representatives of public employee organizations, associations, unions, or similar groups seeking to make contacts with University employees should first contact the Director of Employee Relations, Human Resources Center.

2. Contacts by such representatives with University employees will be permitted on campus in "nonworking" locations and during "nonduty" time.
   a. "Nonworking" locations are considered to be rooms and facilities in the Rhatigan Student Center which are available for lease by the public at large for meetings.
   b. "Nonduty" time is considered to be the employee's free time, before and after the employee's regular work schedule and during the employee's lunch period.

3. Meetings of public organizations held in Rhatigan Student Center rooms are posted officially by the RSC as the daily schedule of events occur.
   a. Postings on bulletin boards by all off-campus organizations are subject to prior clearance by WSU representatives.
   b. Postings on bulletin boards by on-campus organizations and personnel are subject to clearance by the department or organization controlling the specific bulletin board. Such bulletin boards cannot be used by on-campus organizations seeking recognition.

4. Employee information (i.e., names, addresses, etc.) will not be provided to public employee organizations, associations, unions, or similar groups.
   a. On-campus organizations and groups acting as advisory bodies to the University administration may be provided information and assistance.
   b. On-campus recognized advisory organizations perceived by the administration to participate in unauthorized advocacy activities relating to working conditions may be denied further assistance since such activities would be construed to be related to the Public Employer-Employee Relations Act.

5. An interoffice mail service is provided for official communication between University offices and employees.
   a. It may not be utilized by any organization or group which seeks to represent employees in bargaining or negotiating with Wichita State University.
   b. A U.S. post office is available on campus for the convenience of those who wish to communicate with employees at their residences.
3.09 / English Language Proficiency

In an effort to assure that English Language Proficiency would not become an impediment to education, the Kansas Board of Regents has adopted policies affecting all applicants of whom teaching would be required. Regents policy defines "faculty" and "teaching" in the following: "Faculty shall include all full-time or part-time personnel having classroom or laboratory instructional responsibilities and/or direct tutorial or advisement contact, other than for courses or sessions conducted primarily in a foreign language." Kansas Board of Regents, Policy Manual (1995 edition), item 3 beginning on page 3F

Wichita State University has adopted the following policies and procedures to comply with Regents requirements in this regard.

Faculty/Unclassified Professionals:
All candidates for a position with instructional duties that fit the preceding definition must have their spoken English assessed prior to employment through interviews with an Assessment Committee. Only a candidate who is part of a formal exchange agreement may be exempted from this requirement. Any exception must be approved by the Vice President for Academic Affairs and Research.

The Assessment Committee (which may be the Search Committee) will be appointed by the department chair or director and will be composed of at least three members: two faculty members and one student. The Assessment Committee will judge the candidate's spoken English by means of an oral interview to be conducted face-to-face or by mediated means and will sign and submit the required form.

Prospective faculty found to be potentially deficient in speaking ability shall be required to achieve a minimum score of 50 on the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK). The SPEAK is administered by the Intensive English Language Center while the TSE may be taken at any authorized site. A candidate is required to submit a TSE/SPEAK score consistent with Kansas Board of Regents requirements to be eligible for an appointment without spoken English remediation conditions.

A report detailing the process for interviewing prospective faculty, including the composition of the Assessment Committee and scores from the TSE or SPEAK for each new hire will be submitted to the President/CEO of the Board every year.

Graduate Assistants with Teaching Responsibilities:
All prospective graduate teaching assistants shall have their English competency assessed prior to being considered for any employment having classroom or laboratory instructional responsibility and/or direct tutorial responsibilities. The following shall be used to implement this policy:
(1) All prospective graduate teaching assistants must be interviewed by and have their competency in spoken English assessed by no fewer than three University personnel, one of whom shall be a student. An oral interview shall be conducted either face-to-face or by mediated means.

(2) Any prospective graduate teaching assistant whose first language is not English shall be required to achieve a minimum score of 50 on the Test of Spoken English (TSE) or the Speaking Proficiency English Assessment Kit (SPEAK), to be eligible for an appointment without spoken English language remediation.

(3) All prospective graduate teaching assistants who do not meet the above requirements shall not be assigned teaching responsibilities nor other tasks requiring direct instructional contact with students.

(4) An exception will be made for courses taught in sign language.

(5) A report detailing the process for interviewing graduate teaching assistants, whose first language is not English, including the composition of the interview team and scores from the TSE or SPEAK for each individual hired will be submitted to the President/CEO of the Board every other year.

Revision Date:
October 29, 1998

May 4, 2005

Policies & Procedures

3.10 / Moving Expenses

Purpose:
To ensure consistent procedures and compliance with Internal Revenue Service regulations.

Policy Statement:
Wichita State University (through the Board of Trustees or the Foundation) will pay moving expenses when it is necessary to attract key administrators or faculty to the University. The President, vice presidents, or deans may authorize the payment of moving expenses. Payment must be from nonstate funds.

Implementation:
The maximum amount of moving expenses payable is a matter of negotiation and approved by the appropriate divisional vice president. The negotiated amount should be included in the letter offering the position with copies of the letter sent to the President, the appropriate divisional vice president, and the Director of Finance of the Board of Trustees.

The University will pay the moving company directly or will reimburse the employee upon the submission of receipts or other documentation to substantiate the moving expenses. The University will not pay unsubstantiated moving expenses.
Generally, the University will not pay moving expenses that are not deductible per Internal Revenue Service regulations. Examples of nondeductible expenses include house hunting expenses and the cost of living in temporary quarters. If payment of nondeductible moving expenses is negotiated, the payment is considered income to the employee and the University must collect the appropriate income taxes and report the income on the employee's Form W-2.

3.12 / Security and Confidentiality of Student Records and Files

Purpose:
To state University policy relative to University employees and the security and confidentiality of student records and files.

Preamble:
The security and confidentiality of University records should be a matter of concern to all Wichita State University (WSU) employees. Many employees (including student employees) are placed in a unique position of trust and obligation with reference to having access to student records and files and the security and confidentiality of said records and files. The purpose of this policy statement is to clarify employees' responsibilities in fulfilling that obligation. Since conduct, either on or off the job, could affect or threaten the security and confidentiality of student records and files, each employee with access to student records and files is expected to adhere to the following policy statement.

Policy Statement:

1. Security and confidentiality of student records and files and control of access to the Wichita State University Student Information System shall be the responsibility of the Vice President for Academic Affairs and Research or the Vice President's delegate.

2. Employees are expected to maintain a clear understanding of the type of information which can be released without the student's consent, as defined in the Schedule of Courses and the WSU Homepage at www.wichita.edu (link to the Office of the Registrar where you will find the University's statement on the Family Educational Rights and Privacy Act of 1974 and a tutorial on the Act as prepared by the University Registrar).

3. No employee may make unauthorized use of any student information in files maintained, stored, processed or accessed by any University Office.

4. Employees may not seek personal benefit or allow others to benefit personally by knowledge of any student record which has come to them by virtue of their work assignment.

5. Employees may not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with office and University policies and procedures.

6. No employee may knowingly include or cause to be included in any student record a false, inaccurate, or misleading entry. No employee may knowingly alter or expunge from any student record, or cause to be altered or expunged, a true and proper entry.
7. No office student record, or copy thereof, may be removed from the office where it is maintained, except in the performance of an employee's official duties.

8. No employee is to aid, abet, or act with another to violate any part of this policy.

9. Any knowledge of a violation of this policy by any individual must immediately be reported to that person's supervisor.

10. Violation of the requirements of this policy may lead to reprimand, suspension or dismissal from the job, or other penalties consistent with general personnel policies. Violation by employees can lead to action under the applicable University policies or State of Kansas statutes pertaining to theft, alteration of records, or other applicable section.

**Implementation:**
The policy statement will be included in the *WSU Policies and Procedures Manual*. Additionally, all employees with access to student records and files shall be provided with a copy of this policy.

**Effective Date:**
February 24, 1998

**Revision Date:**
May 1, 2001

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**Policies & Procedures**

### 3.14 / Withholding of Paychecks and Setoff of Amounts Owed

The Board of Regents has adopted the following policy regarding the withholding of paychecks and setoff of amounts owed for fines, fees, or penalties:

Each Regents institution shall be authorized to withhold payroll or other warrants issued by the state to, or setoff amounts owed by, any officer or employee of that institution against salary, other compensation or other amounts payable to such individual for any fine, fee or penalty owed by such officer or employee to the Regents institution.

*Kansas Board of Regents, Policy Manual (1995 edition), item 18 on page 17F*

Such authorization shall be subject to procedures and conditions approved by the Board.
For Faculty and Unclassified Employees

- **RETIREMENT – KANSAS BOARD OF REGENTS**

The mandatory Kansas Board of Regents is a defined contribution retirement plan for unclassified faculty and staff.

Following one year of service, 5 ½% will be deducted (tax deferred) from each paycheck... Employer contributions are currently 8 ½% of gross compensation.

Vesting is immediate.

Employee selects one of the following two companies for investing of funds.

ING Annuity Retirement Plan
Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF)

- **SUPPLEMENTAL VOLUNTARY TAX SHELTERED ANNUITY PROGRAM**
  
  Plan 403b

You may contribute as little as 1 % pre-tax, per paycheck. Limits on the maximum you may contribute are based on IRS tax codes. No matching contribution from the University.

You may change your percentage at any time and/or start or stop your contributions at any time.

In addition to the two mandatory investment options a list of about 15 other companies registered with the Board of Regents are available to sell these tax-sheltered annuities.

- **SUPPLEMENTAL DEFERRED COMPENSATION VOLUNTARY TAX SHELTERED ANNUITY PROGRAM**
  
  Plan 457

The same participation percentages, starting or stopping contributions apply that the above plan uses. Deferred Compensation plan is offered through ING.

- **2009 MEDICAL PLANS**

Effective date of coverage is the first day of the month following completion of a 60 day waiting period.

Employees need to enroll in their health plan (or waive coverage) within 31 days of their date of hire.
**LIFE AND OTHER INSURANCES**

Term Life (Minnesota Life Ins Co) for employees; worth 150% of annual salary in case of death. Employer paid premium.

Accidental work-related death for employees; $50,000 additional (Minnesota Life). Employer paid premium.

Long Term Disability (Security Benefit) for employees; You must be totally disabled for 180 days to qualify. Employer paid premium.

Optional group life (Minnesota Life); employees only; $5,000 to $250,000. $50,000 guaranteed. Monthly rates vary.

Optional group life (Advance Insurance Company of Kansas); employee, spouse and/or children. Monthly rates vary.

**SICK LEAVE**

3.7 Hours per Pay Period

**VACATION**

176 Hours Annually – 12 month appointments only

For more information, go to the Human Resources web page to link to a particular benefit website.

Connie Landreth, Benefits Manager, 316 978 6121
Janice Hobbs, Benefits Specialist, 316 978 3079
APPLICATION FOR TUITION ASSISTANCE TO ATTEND CLASS OR SEMINAR
Wichita State University

Name: ________________________________ myWSU # __________________

Position Title: ______________________________________________________

Office Phone No.: ____________________________ Campus Box No.: __________

Department or Unit: __________________________________ Semester Applying For: __________

Please provide the following information to assist in determining your eligibility for assistance.

1. Are you: [ ] Unclassified Professional Non-Teaching or [ ] Classified
   (Note: Employees whose primary duty is instruction are not eligible for this assistance.)

2. Do you earn vacation and/or sick leave hours? [ ] No [ ] Yes

3. Do you work twenty (20) or more hours per week? [ ] No [ ] Yes

4. Are you currently receiving financial aid?
   If yes, what type of aid are you receiving? __________________________
   [ ] No [ ] Yes

5. Have you received tuition assistance from this program in the past?
   If yes, Semester & Year of prior tuition assistance: _____________________
   Grade at completion (if class): ____________________________

Please complete Box #1 for Course/Workshop or Box #2 for Seminar:

#1 Title of Course/Workshop: ____________________________ Credit Hours: ______
Credit Level Sought is: [ ] Graduate [ ] Undergraduate
Subject & Course No. (i.e. ENGL 102): ___________ Course Reference No. (i.e. 22299): ___________
Anticipated Cost of Tuition: ________________
Lab Fees and Special Course Fees: ________________
Date Course/Workshop begins: ________________ Time to be held: ________________

#2 Title of Seminar: ____________________________ Anticipated Cost: ________________
Department Sponsoring Seminar (CMD, Continuing Ed, etc.): ____________________________
Date(s) to be held: ____________________________ Time to be held: ____________________________

The signatures below certify that the employee authorizes access to their transcript to the Tuition Assistance Committee and the application fits at least one of the following criteria:

Credit towards a degree: [ ] No [ ] Yes
Professional growth or development: [ ] No [ ] Yes
Job-related training: [ ] No [ ] Yes

Signatures required:
Employee: ____________________________ Supervisor: ____________________________
Budget Officer: ____________________________

Return to Shelly at Campus Box 15 or Fax to ext. 3201.
TO: New Employees  
FROM: Office Human Resources  
DATE: Monday, August 17, 2009  
RE: Workers Compensation Procedures

All WSU employees—faculty, unclassified professional, classified, and student employees—are covered by the Workers Compensation Act. The following procedures must be followed in order to insure correct processing and investigation of work-related accidents or occupational illnesses.

It is the policy of Wichita State University Accident that all employees complete an Employee Accident and Illness Report form within 3 days of the work incident.  
http://webs.wichita.edu/depttools/depttoolsmemberfiles/humanresources/Accident_Illness_Report.pdf

The form is also available from Office of Human Resources, ext. 3068. When completed, submit the form to Office of Human Resources, Campus Box #15. An employee is eligible for workers compensation if their illness or injury occurred as a result of their work activity and occurred while in pay status.

The State Self Insurance Fund for the State of Kansas has approved the medical providers listed below to provide treatment of work-related accidents and/or occupational illnesses. Employees who are injured at work must report to one of the medical providers for treatment if they want to be considered for complete reimbursement of expenses. The employee should tell the medical provider that they are a WSU employee and the injury occurred at work. The approved medical providers are:

- **WSU Student Health Services** – 209 Ahlberg Hall, WSU Campus.  
  Hours are: Fall and Spring semesters – M & T (8 am- 6 pm), W-F (8 am-5 pm), Summer semester M-F (8 am-5 pm). If possible, please call ahead for an available time. Employees should utilize Student Health for minor injuries or assessment of an injury & referral to Wichita Clinic Occupational Health.

- **Wichita Clinic Occupational Health Services** – 3311 E. Murdock  
  Hours are M-F (8 am-5 pm), closed Saturday and Sunday.

- **Wichita Clinic Immediate Care** – 3311 E. Murdock. Primarily for 2nd shift or weekend employees.  
  Hours are M-F (5pm-8pm), Saturday (9am-6pm) and Sunday (12pm-6pm).

- **Wesley Medical Center-Emergency Room** – 550 N. Hillside. (For injuries that occur during times when the Wichita Clinic is not open, or in the event of a life-threatening injury.)

If you seek treatment from a medical provider other than WSU’s approved providers, reimbursement may be limited towards medical expenses.

Before returning to work, the employee must provide a "work release" form from the attending physician. The work release should first be shown to the employee's immediate supervisor and then forwarded to the Office of Human Resources Attn: LaMar. Employees must work within all restrictions placed on them by their treating physician. Employees are also responsible for informing their supervisor if treatment is ongoing and/or if their return to work is delayed. Each time the employee visits the physician about the condition, the employee must give the “work release” form to his/her supervisor. The supervisor must then forward it to the Office of Human Resources.

For further assistance or information about Workers Compensation, please contact LaMar Brown-Workers Compensation Specialist, at ext. 3068, see Brochure or come to the Office of Human Resources.
Notice: This report must be sent to Employee Relations & Training, Campus Box 15, by the employee or the supervisor within three days of the incident.

Injured Person:  

Employee  
Student Employee

Name  
First  Middle  Last  Age  Sex:  Male  Female

Address  
City  State  Zip

SSN

Home Telephone (include area code)

WSU office or department  
Box  Ext.

Date of injury or occupational illness  
Date  Hour  AM  PM

Date disability began (if other than above)

What safety equipment was being used at the time of the injury?

Location of accident or exposure. (If the accident or exposure occurred on WSU premises, indicate the campus location. If the accident or exposure occurred outside the WSU premises at an identifiable address, list that address. If the accident or exposure occurred on a public highway or at any other location that cannot be identified by a number and street, please provide references locating the place of accident or exposure as accurately as possible.)

How did the accident or exposure occur? (Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident or exposure. Use a separate sheet for additional space, if necessary.)

What was the employee doing when he or she was injured? (Be specific. If the employee was using tools or equipment or handling material, name them and tell what the employee was doing with them.)

Name the object or substance which directly injured the employee. (For example, identify the machine or thing that the employee struck against or which struck the employee; the poison inhaled or swallowed; the chemical or radiation which irritated the skin; or, in the case of strains, hernias, and so forth, the object the employee was lifting, pulling, and so on.)

Describe the injury or illness in detail and indicate the part of the body affected. (For example, the amputation of the right index finger at the second joint, fracture of the ribs, or dermatitis of the left hand.)
Name of witness(es) (if applicable) ____________________________ Telephone ____________________________

Was the employee given first aid? [ ] Yes [ ] No

Who administered the first aid? [ ] WSU Student Health Services [ ] Other (Please specify.) ____________________________

Was medical treatment required? [ ] Yes [ ] No
Who provided the medical treatment? (Please check all that apply.)

☐ Wichita Clinic Occupational Health
☐ Wichita Clinic Immediate Care
☐ Wesley Medical Center Emergency Room
  If employee was admitted, please provide the date ____________________________

☐ Other hospital emergency room (name & address)
  If employee was admitted, please provide the date ____________________________

☐ Other physician (name & address)
  ____________________________

Note: If you seek treatment from a medical provider other than WSU’s approved providers, reimbursement may be limited to $500 towards medical expenses.

Did the employee die? [ ] Yes [ ] No If “Yes,” please provide the date ____________________________

Has the employee returned to work? [ ] Yes [ ] No If “Yes,” please provide the date ____________________________

Is the employee on [ ] Regular duty [ ] Light duty

The dates of the employee’s lost work days run from ______ through ______ .
(Do not include the date of the accident. The date the employee returned to work may have to be telephoned later to Employee Relations & Training @ ext. 3068.)

Date of report ____________________________ Prepared by ____________________________

Employee or Supervisor

Name of employee’s immediate supervisor ____________________________ Extension ____________________________
About Student Life

Student Life provides ongoing leadership for the departments listed below and a variety of programs which enhance the educational experience for WSU students. The Dean of Students serves as the advisor to Student Government Association and as the Judicial Advisor for student discipline. The staff in this office are a good resource if you have any questions or concerns about your experiences at WSU.

The departments within Student Life are:

Career Services
Child Development Center
Counseling and Testing Center
Heskett Center
Housing and Residence Life
Student Health Services
Center for Student Leadership
Office of Multicultural Affairs
ACADEMIC APPEALS
Court of Academic Appeals
303 Grace Wilkie
978-6516
www.wichita.edu/studentlife

The Court of Student Academic Appeals, which comprises three tenured faculty members and two upper-class students, reviews cases arising out of classroom disputes. Students may petition this court for action if they feel that they have been treated unfairly in the classroom. The university faculty has empowered the court to take any appropriate measures in resolving problems, including changing of grades.

Students should make an appointment to discuss their concern with a member of the student staff.

Exception Petitions
The university has a committee that considers petitions from students seeking exceptions to specific academic rules and regulations (for example, permission to late add or late drop a course, changing from credit to audit/audit to credit, changing course sections, admissions to the university where requirements have not been met, and reinstatement after academic dismissal). Students should begin the petitioning process by consulting with an academic adviser in their college of enrollment. Petition forms are available at most college offices.

LEGAL SERVICES
107 Morrison Hall
978-3023

The WSU Student Government Association funds free, 30-minute legal consultations for any university students who need them. Students should call or visit the Director of Budgets and Personnel (Morrison 107), who will provide referrals to local attorneys. Students may not use the service if their concerns involve civil or criminal litigation cases or cases against the university. Some examples of legal issues for which students may use the services are landlord/tenant disputes, traffic citations, credit issues, insurance problems and domestic issues.

Emergency Loans: Emergency Loans are funded by the Board of Trustees. An emergency short-term loan program is available to provide limited financial assistance to students with financial emergencies. Students choose a loan from among thirteen different fixed loan amounts ranging from $50 to $650. Applications and additional information are available in Morrison Hall, Room 107 or by phone 978-6681. The following guidelines apply to the Emergency Loan Program:

- A student must be enrolled and be in good academic and financial standing with the University.
- Students are eligible for ONE loan each fiscal year (July 1 through June 30). Loans are available during set times each semester.
- The amount of the loan will be determined at the time of application, but it will not exceed $650. – minus an administrative fee.
- The loan may be repaid automatically from incoming financial aid or through monthly installment payments.
International Student Hardship Fund: Monies in this fund are specifically dedicated to the emergency needs of registered international students. Students must complete an application form and provide an accurate and detailed report of their income and expenses, and the nature of their particular hardship. Forms are available Morrison Hall, Room 107.

The fund is intended to be only a short-term solution for those qualifying international students experiencing extreme financial difficulties. Funding for the program is provided by the Student Government Association (SGA) and is administered by the office of the Vice President of Campus Life and University Relations.

The fund is limited; therefore awards will be available only for the most extreme hardship cases. Further, the maximum amount of an award to a single student shall not exceed $1,000 per academic year.

WSU Student Code of Conduct

Preamble:
Wichita State University is a learning community of students, faculty and staff committed to the highest pursuit of intellectual inquiry and knowledge. As members of the WSU community, we:
1. Practice personal integrity and academic honesty.
2. Value the worth, dignity and uniqueness of each person through words and actions.
3. Demonstrate civic responsibilities by being involved members of the university and the greater Wichita community.
4. Respect university property, the surrounding environment and the personal possessions of others.

The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals. This Student Code of Conduct is designed for the promotion and protection of such an environment.

The most current version of the WSU Student Code of Conduct is located under the Policies and Procedures 8.05/Student Code of Conduct at www.webs.wichita.edu/inaudit/ch8_05.htm.

Students may also obtain a hard copy at the Student Life office, Grace Wilkie 105.
Types of Concerning Behavior

Types of Behavior Defined:

- **Troubling Behavior** causes us to feel alarmed, upset or worried for student’s well being.
- **Disruptive Behavior** interferes with or interrupts the educational process of other students or the normal business functions of the University.
- **Threatening Behavior** typically leaves us feeling frightened and in fear for our safety or the safety of others.

Interventions for Concerning Behavior

**Troubling Behavior:**

- Initiate a private conversation with the student about your observations and the behavior or concern.
- Offer to assist the student with making an appointment at Counseling & Testing Center.
- Refer the student to campus departments that have the necessary expertise to help.
- Seek advice from your department chair, the Counseling & Testing Center, and the Dean of Students office.

**Disruptive Behavior:**

- Verbally request that the student stop the disruptive behavior.
- If problem persists, ask student to leave class or area.
- If possible, privately discuss with student the reasons they think behavior has occurred and refer to department with expertise in this area.
- Inform student of specific behavior that needs to change, timeline for change, and consequences should change not occur.
- Commit the content of the meeting to paper.
- Consult with the Dean of Students Office.

**Threatening Behavior:**

- Immediately contact the WSU Police Department (911 or 3450).
- Inform the Dean of Students Office and file a student behavior complaint.
- Consult with the Counseling and Testing Center to debrief and assist you, staff members and students.

WSU Counseling & Testing Center
320 Grace Wilkie Hall
978-3440
http://www.wichita.edu/counselingtesting
How to Make a Counseling & Testing Center Referral

Presenting yourself as knowledgeable about campus services can ease a student’s discomfort about seeking help. Here are some suggestions for emergency and non-emergency situations. (An emergency is defined as being a situation where the student is in imminent danger of hurting self or other.)

**Emergency Referrals:**

**During CTC Business Hours:**
- If the emergency occurs during CTC business hours (Tues. – Fri. 8:00 am – 5:00 pm; open on Mon. until 7:00 pm when classes are in session), call the Counseling & Testing Center at 978-3440 and let the receptionist know you need to speak to a counselor immediately OR walk over to the CTC office with the student.
- Provide the counselor with a description of the situation which has led to your concern.
- The counselor will advise you of appropriate actions to take to get the student immediate assistance.

**Outside of CTC Business Hours:**
- If the emergency occurs outside of CTC business hours, call 911 or the WSU Police at 978-3450. COMCARE Crisis Services are also available at 660-7500.

**Non-Emergency Referrals:**
- Encourage the student to contact CTC directly to schedule an initial appointment by calling 978-3440.
- Offer to let the student call from your office or walk him/her over to make an appointment if you believe they need extra support and encouragement.
- Let the student know that services are confidential and available at a very low cost.
- Provide information on other appropriate campus and community resources.

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WSU Counseling & Testing Center
320 Grace Wilkie Hall
978-3440
http://www.wichita.edu/counselingtesting
THE GRADUATE SCHOOL

University Mission:
WSU is committed to providing comprehensive educational opportunities in an urban setting. Two fundamental goals are:
- High quality teaching and learning in all undergraduate, graduate and continuing education programs
- Scholarship, including research, creative activity, and artistic performance designed to provide high quality instruction, make original contributions to knowledge and human understanding, and serve as an agent of community service

Graduate School Mission:
The Graduate School seeks to support and advance quality graduate education at WSU
- Articulating a vision of excellence for the graduate community
- Providing oversight for all aspects of graduate education through
  - Appropriate administrative infrastructure
  - Consistency of processes and standards across academic disciplines
  - Clarification of what graduate education is and is not
- Enhancing the intellectual community of diverse scholars among students and faculty by
  - Honoring excellence in programs, faculty and students
  - Advocating for connections between programs and the local and global communities

Graduate School Vision:
The Graduate School will
- Grow as a progressive, metropolitan graduate school with
  - Academically excellent programs focused on connections between students, faculty and the local and global communities, and
  - Recognition at the national and international level for contributions to knowledge and practice.
- Raise the profile of graduate education within the local community and the State of Kansas.

Graduate School Core Values:
The Graduate School values
- Excellence
- Integrity
- Accountability
- Creativity
- Collaboration

Graduate Program Mission:
Graduate Programs at WSU seek to enable students and faculty to synthesize, interpret and apply research, creative activity, artistic performance, and other forms of knowledge for the advancement of knowledge and creativity in the discipline and the improvement of inquiry-based practice by:
- Offering rigorous, relevant graduate curricula
- Fostering a learning environment that leads to quality teaching and learning, and enhanced research and scholarly/creative pursuits within a changing technological environment
- Recruiting and retaining the most qualified students and faculty
- Committing to diversity in terms of programs, students and faculty

Approved by Graduate School Strategic Planning & Accountability Committee at meeting on November 19, 2004.
Approved by Graduate Council at meeting on March 17, 2005.
J. David McDonald, Dean  
Chief Academic Officer  
David.McDonald@wichita.edu  
x3285

Abu Masud, Associate Dean  
Curriculum Changes  
Program Evaluation and Review  
Budget and Operations  
Abu.Masud@wichita.edu  
x6214

Mara Alagic, Assistant Dean  
Fellowships and Awards  
Graduate Student Association  
Exceptions to Regulations  
Academic Performance  
Mara.Alagic@wichita.edu  
x6244

David Wright, Data Base Manager  
(Full Time Faculty/Sociology)  
David.Wright@wichita.edu  
x7157

Denise Canoles, Assistant to the Dean  
Banner Implementation Contact  
Course Proposals/Graduate Catalog  
Office Manager  
Denise.Canoles@wichita.edu  
x6243

Carol McCall, Secretary to the Deans  
Appointment Calendars  
Graduate Faculty Status  
Recording Secretary  
Financial Accounting/Foundation Accounts  
Carol.McCall@wichita.edu  
x6214

Connie Noble, Assistantship Specialist  
Assistantship Appointments  
Assistantship Health Insurance  
Bi-weekly Payroll  
Special Scholarships for Student Travel  
Constance.Noble@wichita.edu  
x6241

Carrie Henderson, Admissions Coordinator  
Enrollment Eligibility/Graduate Student Records  
SEVIS Contact/DSO  
Admission Process Supervision  
Carrie.Henderson@wichita.edu  
x6602

VACANT, Domestic Admissions Officer  
Domestic Applications  
Transcript Evaluation – Domestic Students  
x6603

Ann Lane, International Admissions Officer  
Ann.Lane@wichita.edu  
x6248

International Applications  
Credential Evaluation – International Students

Valerie Mounes, Degree Audit Specialist  
Graduate Plans of Study  
Degree Completion  
Thesis Approval  
Commencement Activities  
Valerie.Mounes@wichita.edu  
x6247

Angela Hill, Degree Audit Assistant  
Degree audit support  
Angela.Hill@wichita.edu  
x6979
<table>
<thead>
<tr>
<th>Programs</th>
<th>Departmental Admission requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting (MACC)</strong></td>
<td>Overall GPA of 3.20; grade of B (3.0) or better in all accounting courses; GMAT score (must be in 25th Percentile or higher in each section, and overall). GMAT must have been taken within last six years.</td>
</tr>
</tbody>
</table>
| **Aerospace Engineering**  
Master of Science (MS)  
Doctor of Philosophy (PhD) | GPA 3.0 last 60 hours; undergraduate degree in engineering or related field  
GPA 3.5 in last 60 hours, GRE (general); master’s degree in engineering or physical science |
| **Anthropology (MA)** | GPA 3.250 last 60 hours; 15 hours of anthropology; statement of purpose with intended specialization, application deadline: February 1 for fall, October 1 for spring |
| **Art, Studio**  
(MFA)  
Ceramics, Painting/Drawing, Printmaking, Sculpture | BFA degree or equivalent; GPA 3.0 in art courses, resume, portfolio (15 color slides); 3 references; statement of philosophy. Deadlines: 1st Wednesday in February for Fall admission; 1st Wednesday in October for Spring admission |
| **Audiology (AuD)** | GPA 2.75 overall; 3.0 last 60 hours and major; combined score of at least 900 on GRE V&Q (with no score lower than 350 on either section) and 3.5 on analytic writing, three recommendation letters; one page personal essay; acceptance fee of $50. Fall admission only; Deadline February 1 |
| **Biology (MS)** | GRE (general and biology); GPA 3.0 in all UG biology courses; 24 semester hours in biology; 15 semester hours in chemistry; 3 reference letters from science faculty |
| **Business Administration (MBA)** | GMAT scores, personal goals statement; 2 reference forms; current resume. Application deadline – July 1 for fall; December 1 for spring |
| **Chemistry**  
Master of Science (MS)  
Doctor of Philosophy (PhD) | BS Chemistry (ACS approved or equivalent); GPA 3.0 (overall and in all chemistry courses); general GRE (subject recommended); two recommendation letters; statement of goals and research interests |
| **Communication (MA)** | GPA 3.0 over last 60 hours, GRE (general); statement of purpose |
| **Communication Sciences and Disorders**  
Master of Art (MA)  
Doctor of Philosophy (PhD) | GPA 2.75 overall; 3.0 last 60 hours and major; combined score of at least 900 on GRE V&Q (with no score lower than 350 on either section) and 3.5 on analytic writing, three recommendation letters; one page personal essay; acceptance fee of $50. Fall admission only; Deadline February 1  
GRE score of at least 1000 on Verbal & Quantitative combined, and 3.5 on Writing; GPA at least 3.5 in at last 60 hours of coursework; professional resume; 3 recommendation letters; acceptance fee of $100 |
| **Computer Networking** | BS in engineering or area related to information technology; GPA 3.0 in last 60 hours |
| **Computer Science (MS)** | GPA 3.0 in last 60 hours, and in two semesters of calculus level I or above and in all foundation courses |
| **Counseling (MEd)** | GPA 3.0 last 60 hours; statement of professional goals; names, addresses and telephone numbers of 3 references; resume; 9 undergraduate hours in psychology and 6 additional hours in behavioral sciences |
| **Creative Writing (MFA)** | GPA 3.0 in English courses; 24 hours of relevant courses. Fiction option will require 20 pages of original writing; Poetry option will require 6 original poems; Deadline: October 1 for Spring, February 10 for Fall |
| **Criminal Justice (MA)** | GPA 3.0 last 60 hours; autobiographical statement of interests and goals; 3 reference letters. |
| **Curriculum and Instruction (MEd)** | Be a graduate of the WSU teacher education program with at least a 2.75 in last 60 hours, or a graduate from an NCATE accredited program with at least a 3.0 GPA in the last 60 hours, or score at least 917 on any two of the GRE subtests, or acceptable score on the MAT, or provide evidence of academic aptitude; and evidence of curriculum development or teaching |
| **Earth, Environmental, & Physical Sci. (MS)** | Bachelor’s degree in any field of natural sciences, or acceptable coursework in natural sciences |
| **Economics (MA)** | GPA 2.75 in all economic courses and required mathematics |
| **Educational Leadership**  
Master of Education (MEd)  
Doctor of Education (EdD) | GPA 3.0, 3 reference forms; resume; 1 year full-time teaching experience in an accredited school; mentor support letter; goals statement  
GPA 3.5 all graduate hours; GRE (general); specific coursework requirements (see departmental information for specifics); 3 years of formal experience in P-16 educational organization, 3 recommendations; resume; goals statement; sample of academic writing. Review of completed applications will begin in the Fall semester. Admission is for the Summer semester only. |
| **Educational Psychology (MEd)** | GRE (V, Q, and writing), resume; 3 references; statement of goals and research interests |

Minimum grade point average for all Master’s programs is 2.75 in last 60 hours of coursework or nearest two full years of coursework unless otherwise stated.
<table>
<thead>
<tr>
<th>Program</th>
<th>Departmental Admission requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical Engineering</strong></td>
<td>GPA 3.0 in last 60 hours; GRE; Undergraduate major in electrical engineering or equivalent</td>
</tr>
<tr>
<td>Master of Science (MS)</td>
<td>GPA 3.5 in all Graduate hours; GRE; master's degree in engineering or physical science</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>GPA 3.0 last 60 hours and in all graduate work; UG major in engineering or related field, two years acceptable professional work experience, experience with data base software, GRE may be required</td>
</tr>
<tr>
<td><strong>Engineering Management (MEM)</strong></td>
<td>GPA 3.0 in last 60 hours; GRE; Undergraduate major in electrical engineering or equivalent</td>
</tr>
<tr>
<td></td>
<td>GPA 3.5 in all Graduate hours; GRE; master's degree in engineering or physical science</td>
</tr>
<tr>
<td></td>
<td>GPA 3.0 last 60 hours and in all graduate work; UG major in engineering or related field, two years acceptable professional work experience, experience with data base software, GRE may be required</td>
</tr>
<tr>
<td><strong>Programs</strong></td>
<td>GPA 3.0 in all mathematics courses; undergraduate major in math or equivalent</td>
</tr>
<tr>
<td><strong>Departmental Admission requirements</strong></td>
<td>GPA 3.0 overall (3.25 if applicant holds master's degree) and 3.25 in mathematics and statistics; GRE (general). GRE subject test recommended but not required.</td>
</tr>
<tr>
<td><strong>Industrial Engineering</strong></td>
<td>GPA 3.0 in last 60 hours; GRE (general) recommended if undergraduate degree not accredited by ABET; programming competence in C, C++, Visual Basic, or FORTRAN</td>
</tr>
<tr>
<td>Master of Science (MS)</td>
<td>GPA 3.5 in last 60 hours; GRE (general); master's degree in engineering or physical science</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>GPA 3.0 in last 60 hours; names of 3 references</td>
</tr>
<tr>
<td><strong>Liberal Studies (MA)</strong></td>
<td>GPA 3.0 in all history courses; Undergraduate major in history or minimum of 15 hours of history</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>GPA 3.0 in all history courses; Undergraduate major in history or minimum of 15 hours of history</td>
</tr>
<tr>
<td>Master of Science (MS)</td>
<td>GPA 3.0 in all mathematics courses; undergraduate major in math or equivalent</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>GPA 3.0 overall (3.25 if applicant holds master's degree) and 3.25 in mathematics and statistics; GRE (general). GRE subject test recommended but not required.</td>
</tr>
<tr>
<td><strong>Mechanical Engineering</strong></td>
<td>GPA 3.0 in last 60 hours; GRE (general) recommended if undergraduate degree not accredited by ABET; programming competence in C, C++, Visual Basic, or FORTRAN</td>
</tr>
<tr>
<td>Master of Science (MS)</td>
<td>GPA 3.5 in last 60 hours; GRE (general); master's degree in engineering or physical science</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>GPA 3.0 in last 60 hours; essay; personal interview; deadline: April 1 for fall, October 1 for spring</td>
</tr>
<tr>
<td><strong>Music (MM)</strong></td>
<td>GPA 3.0 overall (3.25 if applicant holds master's degree) and 3.25 in mathematics and statistics; GRE (general). GRE subject test recommended but not required.</td>
</tr>
<tr>
<td>Opera, Piano Accompanying,</td>
<td>Accredited music bachelor's degree, may require audition and resume, History/Literature will require reading proficiency in at least one of following: German, French, and Italian. Theory/Composition will require submission of representative compositions</td>
</tr>
<tr>
<td>Pedagogy, Instrumental, History/Literature, Theory/Composition</td>
<td>GPA 3.0 overall (3.25 if applicant holds master's degree) and 3.25 in mathematics and statistics; GRE (general). GRE subject test recommended but not required.</td>
</tr>
<tr>
<td><strong>Music Education (MME)</strong></td>
<td>GPA 3.0 overall (3.25 if applicant holds master's degree) and 3.25 in mathematics and statistics; GRE (general). GRE subject test recommended but not required.</td>
</tr>
<tr>
<td><strong>Nursing (MSN)</strong></td>
<td>GPA 3.0 in last 60 hours, and in all Nursing courses and in specified science courses; BSN, RN licensure in Kansas; statistics; professional liability insurance; requires departmental application</td>
</tr>
<tr>
<td><strong>Nursing Practice (DNP)</strong></td>
<td>GPA 3.0 in last 60 hours, and in all Nursing courses and in specified science courses; BSN, RN licensure in Kansas; statistics; professional liability insurance; requires departmental application</td>
</tr>
<tr>
<td></td>
<td>GPA 3.0 in last 60 hours; GRE (general); For students entering following the award of the Bachelor's degree, a GPA of 3.00 in the last 60 hours is required, as is a BSN from a nationally accredited nursing program (NLN or CCNE); RN licensure in Kansas; statistics; professional liability insurance; requires departmental application. For students entering following the award of the Master's degree, a GPA of 3.25 in ALL graduate coursework is required, as is an MSN from a nationally accredited nursing program (NLN or CCNE). Additional requirements are detailed in the Nursing section of the Graduate Catalog and on the department website.</td>
</tr>
<tr>
<td><strong>Physical Therapy (DPT)</strong></td>
<td>GPA 3.0 overall and all prerequisites; departmental application, Applicants with health care experience given preference, but it is not required. Deadline is October 1 for following Summer</td>
</tr>
<tr>
<td><strong>Physician Assistant (MPA)</strong></td>
<td>GPA 3.0 overall and all prerequisites; departmental application, Applicants with health care experience given preference, but it is not required. Deadline is October 1 for following Summer</td>
</tr>
<tr>
<td><strong>Psychology (PhD)</strong></td>
<td>GPA 3.0 overall and all prerequisites; departmental application, Applicants with health care experience given preference, but it is not required. Deadline is October 1 for following Summer</td>
</tr>
<tr>
<td>Community, Clinical, Human Factors</td>
<td>GPA 3.0 overall and all prerequisites; departmental application, Applicants with health care experience given preference, but it is not required. Deadline is October 1 for following Summer</td>
</tr>
<tr>
<td><strong>Public Administration (MPA)</strong></td>
<td>GPA 3.0 overall and all prerequisites; departmental application, Applicants with health care experience given preference, but it is not required. Deadline is October 1 for following Summer</td>
</tr>
<tr>
<td><strong>School Psychology (EdS)</strong></td>
<td>GPA 3.0 overall and all prerequisites; departmental application, Applicants with health care experience given preference, but it is not required. Deadline is October 1 for following Summer</td>
</tr>
<tr>
<td>Program</td>
<td>Requirements</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Social Work (MSW)</td>
<td>2.75 GPA in last 60 hours; strong undergraduate preparation in liberal arts and sciences; departmental application. Deadline: February 1 for Fall</td>
</tr>
<tr>
<td>Sociology (MA)</td>
<td>GPA 3.0 last 60 hours; 15 hours sociology; college algebra; 3 references; statement of purpose, research interests, goals</td>
</tr>
<tr>
<td>Spanish (MA)</td>
<td>GPA 3.0 in Spanish courses; for non-native speakers, 24 hours undergraduate Spanish (8 hours at junior/senior level); for native speakers, 12 hours at advanced level</td>
</tr>
<tr>
<td>Special Education (MEd)</td>
<td>GPA 3.0 last 60 hours or acceptable GRE or MAT scores; eligible for Kansas Teaching Certificate; applications reviewed upon receipt.</td>
</tr>
<tr>
<td>Sport Management (MEd)</td>
<td>Letter of application; resume; 3 reference reports, GRE may be required</td>
</tr>
<tr>
<td>Teaching (MAT)</td>
<td>GPA 3.0 last 60 hours or GPA of 2.75 in last 60 hours combined with Miller Analogies Test score of at least 40 or Graduate Record Exam score of at least 917 on any two GRE subtests.</td>
</tr>
</tbody>
</table>

Applicants whose native language is not English may also be required to demonstrate English proficiency, in the form of official scores on the TOEFL or IELTS. Please refer to the admissions section of the Graduate Catalog or website for details about the English proficiency requirement.
Profile

The Graduate School provides opportunities to pursue advanced study in fifty-two master's and eleven doctoral programs. Over 3,100 students, or roughly one of every five WSU students, is a graduate student. The university annually grants about thirty-five doctoral degrees and over eight hundred master's degrees and is classified by the Carnegie Foundation as a Doctoral/Research Intensive university. The Graduate School is a member of the Council of Graduate Schools, the Midwestern Association of Graduate Schools, and is an affiliate member of the National Association of Graduate and Professional Students.

The Wichita State University graduate faculty consists of regular and adjunct faculty who, by virtue of their qualifications, contribute to graduate education by teaching and advising graduate students, by guiding master's theses and doctoral dissertations, by participating in examinations and evaluations, by engaging in a program of research, scholarship, or creative activity, and by sharing in the administration of their programs and in the governance of the Graduate School. All regular graduate faculty members hold the terminal degree in their discipline.

Membership

At Wichita State University, membership on the graduate faculty is not automatic. To become members, regular faculty members submit a membership request that includes a current academic résumé. The membership request is reviewed and acted upon by a department committee, the academic dean and the graduate dean. Regular faculty are normally appointed either as full members or as associate members of the graduate faculty, while adjunct faculty are appointed in the acting ad hoc category. Full members of the graduate faculty who work in doctoral programs are also reviewed and approved by the Doctoral Program Subcouncil before they may chair doctoral dissertations.

Teaching Graduate Courses

For a course to offer graduate credit, it must be numbered 500 and above, and its instructor must be a member of the graduate faculty. Although all instruction at Wichita State University is expected to incorporate the most recent developments in the course subject matter, it is especially incumbent upon instructors at the graduate level to be current in their disciplines. Graduate faculty are expected to be cognizant of changes in content, methodology, or perspective in their disciplines and to impart a sense of their significance. They are expected to exemplify the highest standards of critical thinking and analysis and to set proper standards for graduate level performance. In classes that contain a mixture of undergraduate and graduate students, it is expected that the requirements for graduate credit will be set beyond or different from the requirements for undergraduate credit.

Advising Graduate Students

Various patterns exist for advising graduate students. Some departments have a central plan for new graduate students, after which individual advisors are assigned. Other departments assign new graduate students to advisors early in their graduate program. In all instances, advisors should be familiar with Graduate School rules and regulations as well as program and department requirements. While graduate students have the primary responsibility to know the rules and regulations and to fulfill the program requirements toward their graduate degree, advisors' knowledge and expertise can smooth their students' progress toward the degree.

Supervising Graduate Students

Supervision of graduate students takes many forms--guiding research projects, helping plan master's theses or doctoral dissertations, and determining students' readiness to take written and oral examinations. Although the traditions of different disciplines vary in the closeness of working relationships between graduate students and advisors during thesis, dissertation and exam preparation, advisors are expected to maintain active knowledge about students' plans, work and progress, to read drafts of written work, to give prompt feedback, and to help students shape their work until it approximates the standard of quality expected in the field. These qualitative standards range from details of form to more general standards of originality and integrity.

Serving on Student Committees

Graduate faculty members are called upon to serve on student committees such as those constituted for master's theses, doctoral oral examinations, doctoral dissertations, directed research and terminal projects. The degree of committee involvement in the planning of the student's work varies from program to program. However, at the very least, committee members in oral examinations, theses, dissertations and projects are expected to have given a thorough and thoughtful reading to all written materials. They will have prepared questions to test the student's knowledge, originality and independence of thought so that the faculty member will be able to ascertain the student's success in meeting standards expected for graduate level performance. Of course, graduate faculty members are expected to exercise independent critical judgment in evaluating students, to use fair and reasonable standards for the level of graduate work being evaluated and to refrain from introducing personal bias.
Thesis and dissertation committees typically include a representative from a department other than the students’. This committee member represents the Graduate School and serves to assure that cross-university standards for quality in the work of graduate students have been met and that the strictest standards of fairness and equity are observed in the process.

Staying Active in Research, Scholarship,
Performance and Creative Work

Remaining current in one's discipline is a special responsibility of faculty who teach at the graduate level. What constitutes a program of original work varies considerably from field to field. Quantity is not the sole criterion and may not even be a major criterion. But periodic evidence that one's work has undergone independent peer review and that one's work is of a programmatic nature is expected. Graduate faculty, in some disciplines, are also expected to generate external funding through grants and contracts to support their research and scholarly activities.

The research, scholarship, creativity or performance of a member of the graduate faculty serves as a model and standard for graduate students. It thus provides one of the benchmarks for what constitutes the original and independent work in one's discipline and is an essential component in high-quality graduate education.

Governance and Administration

Members of the graduate faculty participate in the governance of the Graduate School by serving on the Graduate Council, the Doctoral Program Subcouncil, and their standing and ad hoc committees. The Graduate Council consists of the deans of the Graduate School, ten members of the graduate faculty elected by program area, one member appointed by the graduate dean, and one graduate student. The council determines and recommends general policies for the Graduate School, recommends appointments to the Graduate Faculty, participates in regular review of graduate programs, and reviews new graduate program proposals. The council also advises the dean on all matters relating to graduate education and serves as a committee on exceptions. The Doctoral Program Subcouncil reviews and recommends policies for doctoral programs and exists for the general advocacy of doctoral programs throughout the University community. Membership consists of the graduate dean, one representative from each doctoral program, and one member elected from the Graduate Council.

Each program has designated a graduate coordinator. In most departments, the graduate coordinator's role is to provide information to faculty and students about their program; to coordinate recruitment of new graduate students, admission decisions, and assistantship appointments; to review plans of study; to make recommendations regarding requests for exceptions to Graduate School rules and policies; and generally to serve as a liaison between the department and the Graduate School.

More information

The Graduate School staff is always available to provide assistance and information to the graduate faculty. Complete information on Graduate School policies, procedures, programs and financial opportunities can be found in the Graduate Catalog (2007-2008). The Graduate Catalog, as well as a plethora of information about the Graduate School and graduate programs, can be found on the Graduate School's website: http://webs.wichita.edu/gradsch/

Useful information for graduate advisors is contained in the section of University Policies & Procedures manual on assistantships: http://webs.wichita.edu/inaudit/ch8_04.htm.

Rev. Spring 2008
COURSE NUMBERING GUIDELINES

COURSE LEVEL: Follow the definitions from the KBOR Policy manual (reproduced below)

2. COURSE NUMBERING SYSTEM

In order to maintain a common system of classification of academic information for all Regents institutions, course levels are to be identified by the first digit catalog course number as follows:

- **000-099**: No credit courses
- **100-299**: Lower division, undergraduate. Designed as freshman-sophomore courses.
- **300-499**: Primarily designed for Juniors and Seniors. Freshman and sophomores may be admitted if they meet prerequisites.
- **500-699**: Upper division, undergraduate. Primarily for juniors and seniors, with enrollment of less than 50% Graduate I students.
- **700-799**: Graduate and upper division. For Graduate I students primarily; with enrollment of less than 50% undergraduates.
- **800-899**: Designed primarily for Graduate I students.
- **900-999**: Designed primarily for Graduate II students.

Grad. I = Courses and Thesis for Masters students who will ordinarily have accumulated from 1 through 30 graduate hours, and students enrolled in professional schools (Law, Veterinary Medicine, M.D., Architecture, etc.).

Grad. II = Courses for Specialists and Doctoral students who will ordinarily have completed greater than 30 hours of graduate work.

Numbers usually reserved for CO-OP courses: 281, 481, 781

Numbers usually reserved for workshops: 150, 250, 350, 550, 750
(some departments are using 750-755).

Alphabetic suffixes to course numbers are assigned by the Registrar’s Office when needed to differentiate between different titles for the same root course - workshops and special topics courses are good examples.

General Education courses: none of the General Education course numbers have a G or Q suffix any longer.

Cross-listed courses: courses that are listed in two or more departments should, when possible, use the same course number in each department.

A sequence of courses: Each successive course in a set of courses that is normally taken in a prescribed sequence, should have a higher number than the one preceding it.

8/1/03
Recommendation for Appointment to the Graduate Faculty
WICHITA STATE UNIVERSITY
GRADUATE SCHOOL

Instructions: (1) Department chair or faculty member completes (types) the first section of this form, (2) faculty member signs the request and attaches a current vita*, and (3) department chair forwards vita and request to the departmental review committee. Consult Graduate School and discipline criteria (on the reverse side) and departmental needs to determine the membership status to be requested.

Department _________________________ Program _________________________________ Phone ____________ Box _______

Name of applicant ____________________________________________________________ myWSU ID*** ______________

Complete procedures for Graduate Faculty appointment process may be viewed on line from the Graduate School website and abbreviated procedures are outlined on the reverse side of this form.

* Current vita includes: listing of academic positions held (including appointment at WSU), degrees earned, and scholarship record. Subdivide the scholarship record to clearly identify peer (vs. non-peer) reviewed activities and in review or submitted vs. published and in-press activities. Provide a complete citation for each entry (citation style of applicant’s choice).

Membership Status Requested: I request the following Graduate Faculty membership(s)

☐ (1) Dissertation Chairing ☐ (3) Associate Membership ☐ (5) Acting Ad Hoc**
☐ (2) Full Membership ☐ (4) Graduate Faculty Affiliate ☐ (6) Practicing Professional

** List duties requiring Ad Hoc status ______________________________________________________________________________________

Date __________________ Applicant (Signature) __________________________________________________________________________________

*** If applicant does not have a WSU ID, please provide a social security number ________________, date of birth ________________, and information regarding ethnicity and race (optional): Is the applicant Hispanic or Latino? ☐ Yes ☐ No  Select one or more of the following racial groups: ☐ White, ☐ Black or African American, ☐ Asian, ☐ Native American or Alaskan Native, ☐ Native Hawaiian or other Pacific Islander.

Recommendation from Department/College Committee: The department/college committee recommends the following action:

☐ Support requested membership ☐ Do not support requested membership ☐ Support alternative membership ________________ (specify)

Date ______________ Committee Chair (Signature) __________________________________________________________________________________

Department/College Rationale: Briefly describe how the nominee meets/does not meet the criteria specified on reverse side for the relevant membership status.

Recommendation from Academic Dean: The Academic Dean recommends the following action:

☐ Support dept./college committee recommendation ☐ Do not support dept./college committee recommendation (attach justification)

Date ______________ Academic Dean (Signature) __________________________________________________________________________________

Graduate Dean’s Action:

☐ Membership approved ________________ (indicate membership category) ☐ Membership disapproved

Graduate Dean ________________________________ Date ______________________________

Photocopy Distribution: Original – Graduate School  Copies – Nominee, Academic Department (Dept. Chair & Committee Chair), and Academic Dean 5-28-08

Graduate Faculty Membership Categories: Descriptions, Criteria and Length of Service (approved by Graduate Faculty, 5/17/05)

Full Membership w/ Doctoral Dissertation Chairing
Responsibilities include those listed under the Full Membership category plus the chairing of doctoral dissertations

Criteria for awarding standing (in addition to those criteria for awarding full membership):
• Substantial and sustained scholarly/creative achievement over the last five to seven years
• Experience in serving on or supervising thesis or dissertation committees at WSU or elsewhere

Length of standing:
• Coincides with full membership appointment length

Full Membership
Responsibilities include thesis chairing, graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising

Criteria for awarding standing:
• Tenure-eligible faculty ranking above Instructor
• Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
• Significant scholarly/creative achievement over the last five to seven years
• Qualified to bear all relevant academic responsibilities
• Substantial interest in graduate education
• Demonstrable departmental or program need

Length of Standing:
• Appointment is for six years, renewable as needed when criteria are met

Associate Membership
Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring and advising (may be authorized to chair master’s thesis committees for a period of three years)

Criteria for awarding standing:
• Tenure-eligible faculty ranking above Instructor
• Qualified by academic or professional experience
• Substantial interest in graduate education
• Demonstrable departmental or program need

Length of Standing:
• Appointment is for six years, renewable as needed when criteria are met

Acting Ad Hoc
Responsibility includes graduate teaching only

Criteria for awarding standing:
• Tenure-eligible faculty or adjunct faculty in various temporary or part-time assignments
• Possess at least the academic degree of the level of the courses being taught
• Qualified by academic or professional experience

Length of Standing:
• Appointment is for three years, renewable as needed when criteria are met

Graduate Faculty Affiliate
Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring [may chair specific thesis committees (when authorized by the Graduate Dean) and may chair specific dissertation committees in their area of research (when authorized by the Doctoral Program Subcouncil and the Graduate Dean)]

Criteria for awarding standing:
• Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
• Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
• Significant scholarly/creative achievement over the last five to seven years
• Qualified to bear all relevant academic responsibilities
• Substantial interest in graduate education
• Demonstrable departmental or program need

Length of Standing:
• Appointment is for three years, renewable as needed when criteria are met

Practicing Professional
Responsibilities include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring

Criteria for awarding standings:
• Adjunct faculty or faculty (not eligible for tenure) employed full-time by the University
• Terminal degree or its equivalent in training or experience (documentation required when equivalency is claimed)
• Substantial interest in graduate education
• Demonstrable departmental or program need
• Practicing professional in program degree area

Length of Standing:
• Appointment is for six years, renewable as needed when criteria are met

Procedures:
1. Individual faculty may initiate the request or the department chair may identify faculty who need graduate faculty status and meet with those faculty to complete the request and to obtain a current vita.
2. Department chair submits vita and request to the appropriate department/college committee.
3. Department/college committee completes their section of the recommendation form, and returns vita and request form to the department chair.
4. Department chair sends materials to the Academic Dean.
5. Academic Dean indicates support or non-support of the committee’s recommendation on the front of the form and forwards materials to the Graduate Dean.
6. Graduate Dean takes final action (recorded on the front of the form). If dissertation chairing status is recommended, the Graduate Dean submits materials to the Doctoral SubCouncil for a recommendation before taking final action.
7. At any decision point, if a negative recommendation is made, the denied recommendation form (with justification for denial) is returned to the candidate and a copy of the denied recommendation form is forwarded to bodies who previously granted approval.
8. If a negative recommendation is made, the faculty member may appeal directly to the Graduate Council by sending said request to the Graduate Dean (along with vita).
IDEA Teaching Evaluations

The Instructional Development and Effectiveness Assessment (IDEA) is like no other student rating system. Rather than emphasizing ratings of the instructor's teaching behaviors, IDEA focuses on the goal of all instruction which is student learning. This gives IDEA advantages over other systems. Each IDEA Report is tailored to fit the instructor's teaching goals by weighting the objectives of each course – objectives which are selected by the instructor. This allows the faculty member to be rated on what he or she is trying to teach the students in a given course, rather than on a single, monolithic model of good teaching methods.

IDEA not only provides ratings of teaching effectiveness, but suggestions to help the instructor improve. The 8-page report, which gives a detailed analysis of the results from each class, describes strengths and weaknesses of the instructor's current teaching methods. This is based on the course objectives the instructor identifies as essential or very important. All results are returned to the faculty member, along with comments that students have made on the evaluation forms.

More Information

Faculty members should contact the WSU Counseling and Testing Center for more information or to order IDEA evaluation forms to use in their classes. If you have questions about how to use IDEA or the results it provides, call

Gayle Veltman, Coordinator of Testing
978-6104

If you want to order IDEA materials for your classes, contact

Melinda Ware, Psychometric Technician
melinda.ware@wichita.edu or 978-5339

Faculty may wish to contact the IDEA Center at 1-800-255-2757, or go to the IDEA website, www.idea.ksu.edu, for more information on this excellent assessment tool. For courses that are offered online, instructors have the option of using an online version of the IDEA assessment.

WSU Counseling and Testing Center – www.wichita.edu/counselingtesting
Social Science Research Laboratory

The Social Science Research Laboratory is located in room 429 Lindquist Hall, (978-3384). The lab offers several services for the university community.

**S.P.T.E.** The SPTE, Student Perception of Teaching Effectiveness instrument, is a standardized norm based factor analytic assessment of students’ perceptions of teaching and course quality which may be used both for summative (evaluative) and formative (improvement) purposes. The lab organizes, administers, and scores the SPTE. The instructor who requests this service is provided a profile of students’ perception of their teaching skills. We mail the results to the instructor after semester grades have been recorded. Upon request, we will discuss your results with you. Please check with your department’s chair on the procedure for course evaluations for your department/college. Also, please contact Sandy to receive documentation regarding SPTEs and any questions you may have about this instrument and the procedures.

**Test Grading Services.** We grade exams for instructors who wish to use bubble sheets as answer sheets for their exams. Differential item weighting and up to three different forms of the test are supported. Results for each student including the items each student missed, a raw score, a percent score and other statistics are generated for the instructor. Additionally, a complete item analysis and overall statistical information about the exam are available for the instructor. The results can either be printed or emailed to the instructor in a text file.

**Other Scanning Services.** We can scan, analyze and provide consultation for WSU faculty and staff for data collection if the data. The assistance may include helping with the design of the survey, scanning of data, as well as programming and analyzing of the data. For more information, please contact us.

**PC Labs.** Our PC Labs are available for both student and faculty use within the College of Liberal Arts & Sciences. An account and password are needed to use the PCs. For more information, please contact the office.

**mrinterview.** mrinterview is an easy-to-use tool for building questionnaires that can be used via the web. The data can then be downloaded and used with SPSS or Excel. To use this software, you must have an account. The web address to signup for an account is [http://survey wichita.edu/mrIWeb/mrIWeb.dll?I.Project=WELCOMEII](http://survey.wichita.edu/mrIWeb/mrIWeb.dll?I.Project=WELCOMEII). A quick way to get to this link is at our website at [www.wichita.edu/sslab](http://www.wichita.edu/sslab). Click on mrinterview in the navigation bar. For additional information, please contact Sandy or Charlie at 3384.

**Website.** Our departmental website can be found at [www.wichita.edu/sslab](http://www.wichita.edu/sslab). At our website you can find information about all our services. You can even download SPTE Request Form through the website.

If you have any questions, our staff is available to assist you. You can reach us at ext. 3384

Dr. Charles (Charlie) Burdsal, Director 978-3884  [charles.burdsal@wichita.edu](mailto:charles.burdsal@wichita.edu)

Sandra (Sandy) Ranney, Associate Director 978-5984  [sandra.ranney@wichita.edu](mailto:sandra.ranney@wichita.edu)
Evaluation, Matrix, and Signature Form for Faculty and (Teaching) Unclassified Professionals for Calendar Year 2009

Name________________________  Rank___________________________ Department_____________________
Type of Appointment______  ____________Years in Current Status___EFT___  __Months_____ Hire Date_________

I. Faculty/ Unclassified Professional Evaluation Committee: Attach an evaluative statement.

Based on performance record, reappointment is: ______Recommended _____Not Recommended
(Vote Count)               (Vote Count)

Signed: _____________________________________________

Committee Chair
Date

II. Department Chair: Attach an evaluative statement with specific reference to performance  and check appropriate spaces below.

Probationary Faculty- _____ ____________Reappointment recommended ______Reappointment not recommended
Temporary Faculty - ________Reappointment recommended, contingent upon funding
________Reappointment not recommended
______Position terminates ________________ (date)
Unclassified Professionals - ______Reviewed
Tenured Faculty - ________Reviewed

<table>
<thead>
<tr>
<th>Intellectual Exploration (Research/Creative Work)</th>
<th>Enhance Learning (Teaching)</th>
<th>Support (Service)</th>
<th>Retain</th>
<th>Recruit</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets expectations</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Does not meet expectations</td>
<td></td>
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<tr>
<td>N/A</td>
<td></td>
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</tbody>
</table>

III. Accountability Planning Matrix

Indicate the percentage of your time you spend on the matrix category for each of the four audiences. The total percentage of your time should equal 100%. There is no need to place a percentage in every cell. The amount of time you spend in each matrix category should be discussed with your chair and must be approved by the chair and the dean. If you are uncertain about the meanings of the categories, please discuss your questions with your chair.

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty</th>
<th>Staff</th>
<th>Alumni &amp; Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>2010</td>
<td>2009</td>
<td>2010</td>
</tr>
</tbody>
</table>

Excellence

Intellectual Exploration (Research/Creative Work)

Enhance Learning (Teaching)

Support (Service)

Retain

Recruit
Signature Form

Faculty Member / Unclassified Professional: (Check items that apply below.)

_____ I have discussed goals for the coming year with the chair, as attached to this evaluation.

_____ I have read this evaluation and had the chance to discuss it with the department chair.

_____ I have read this evaluation, had the opportunity to discuss it with the department chair, and I have ATTACHED A WRITTEN RESPONSE.

Signed_____________________________________________________
Faculty/Unclassified Professional ________________________________

Signed_____________________________________________________
Chair ________________________________ Date

Dean: _____ I concur with this evaluation. _____ I have attached comments.

Signed_____________________________________________________
Dean ________________________________ Date

Provost and Vice President for Academic Affairs and Research: _____ I concur with this evaluation. _____ I have attached comments.

Signed_____________________________________________________
Provost and Vice President for Academic Affairs and Research ________________________________ Date
Faculty Activity Record

This format for the Faculty Activity Record has been provided to allow for adjustment of the form for the space needed in each category. Please refer to and complete all items listed on the outline and GIVE ONE COPY TO YOUR CHAIR.

INSTRUCTIONS FOR COMPLETING THE FACULTY ACTIVITY RECORD

GENERAL INFORMATION

The Faculty Activity record is prepared by the faculty member/unclassified professional and submitted for use with the Faculty Evaluation Form at the department level.

The Faculty Activity Record is an annual update of professional activity during a single calendar year. Those employed at WSU for less than a calendar year should indicate the months employed at the top of the first page. Please enter complete name, official rank/title, and department at the top of the first page.

I. INSTRUCTION:

List sequentially all course taught (including independent study [IS] and blue card [BC]) during the Spring, Summer and Fall terms of the calendar year, and indicate credit hours, course number and title, term and official 20th day enrollment. Denote by an asterisk at left if the course was taught for the first time. Librarians should use this space to list activities and accomplishments.

Identify the number of students advised by level.

Identify the number of graduate committees by function: member, chair, or director.

List students with whom you have worked on grants and/or publications and identify the projects.

Outline contributions to curriculum improvement (new course development, course restructuring, internationalizing the curriculum, integrating computers in course content or teaching methodology etc.).

List any involvement as a teacher or participant in WSU or off-campus faculty development activities.

List special recognitions.

II. RESEARCH/CREATIVE ACTIVITY:

Indicate whether you are the sole author or, in the case of collaborations, list the authors in order of the importance of their contributions. List all works published or accepted for publication during the calendar year showing full title, publisher/publication, and date. Clearly indicate expected date for unpublished materials as well as whether refereed or not. Include only those publications/performances, which are considered scholarly contributions to your disciplinary area.

For creative activities (art exhibitions, musical performances, theatre productions). Indicate whether you are the sole creator, or in the case of collaborations, list the creators and the role each played, the place and date exhibited/performed, and indicate whether the activity was refereed/juried and your rating.

Indicate work in progress, including items submitted. If still in the research/preparation stage, write NA under the publisher/place to indicate work has not been submitted.

Indicate applications for grants, contracts, fellowships and leaves by title, sponsoring agency/organization, and date submitted. The amount under $ funded should be the amount awarded. If the application was not funded, enter NF under $ Funded.

Indicate consulting, professional presentations, meetings attended, and refereeing of papers/grants or creative activities during the year. Describe the activity, your role, the date the activity occurred and the amount, if any, or remuneration received for services.

List awards, memberships in professional associations and editorships of journals; include election to a leadership role in regional or national professional organizations.

III. SERVICE:

List all university administrative and committee assignments, noting department (D), college (C) or university (U) level. If released time and/or compensation was provided, indicate the number of released hours and/or amount of stipend associated with the activity.

List service or community activities or special services to WSU (eg. Assistance at alumni meetings or student recruiting.).

Remember: the Faculty Activity Record is an account of your professional academic discipline-related activity during the calendar year. The Record should include only those activities related to your faculty assignment (for tenured faculty), to your performance in those areas reviewed for the award of tenure and promotion (for probationary faculty), or to fulfillment of assignment (for unclassified professional and temporary faculty).
# WICHITA STATE UNIVERSITY

**FACULTY/UNCLASSIFIED PROFESSIONAL ACTIVITY RECORD** for Calendar Year 2009

*Instructions for Completion are included in this document*

Name______________________________________________  Rank_____________________________________
Department______________________________________________

## I. INSTRUCTION:

### A. Courses taught
- Indicate courses taught for first time by an asterisk; list Independent Study and Blue Card Courses and identify by IS or BC.

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Course No. &amp; Title</th>
<th>Term</th>
<th>Enrollment</th>
</tr>
</thead>
</table>

### B. Students advised:
- Bachelors ____; Masters ____; Doctoral_____; Other (explain) _____________.

### C. Degree Committees:
- **Masters - Committee**
  - (member)____  (chair)____  (director)____
- **Thesis/report/terminal Project**
  - (member)____  (chair)____  (director)____
- **MFA - Thesis/Terminal Project**
  - (member)____  (chair)____  (director)____
- **Doctoral - Examination Committee**
  - (member)____  (chair)____
- **Dissertation Committee**
  - (member)____  (chair)____

Support for students’ work through grants and/or publications
Curriculum Improvement (new courses developed, significant course revisions, etc.) explain:
Faculty development activities (participation in workshops, conferences, being/having a mentor, etc.)
Special awards, honors, or other recognition of excellence in teaching.

## II. RESEARCH/CREATIVE ACTIVITY:

### A. Books, articles, compositions, etc., that were published and/or accepted for publication.
- List significant performances, exhibitions, productions directed, etc. If multiple authors or creators, list in order of the magnitude of their contributions.

<table>
<thead>
<tr>
<th>Title</th>
<th>Publisher/Place</th>
<th>Date</th>
<th>Refereed, Reviewed or Juried</th>
</tr>
</thead>
</table>

### B. Research/creative project in progress (intended for dissemination/publication) and items submitted.
- Use NA under publisher/place if work not yet submitted or deadline established:

<table>
<thead>
<tr>
<th>Title</th>
<th>Publisher/Place</th>
<th>Date</th>
<th>Refereed, Reviewed or Juried</th>
</tr>
</thead>
</table>

### C. Applications submitted for grants, contracts, fellowships and leaves (indicate by P under Funded if decision pending):
<table>
<thead>
<tr>
<th>Title</th>
<th>Publisher/Place</th>
<th>Date</th>
<th>Funded Y/N + $Amt.</th>
</tr>
</thead>
</table>

D. Consultancies, professional presentations/meetings. Paper/grant refereeing activity, contracted publication reviews, accreditation evaluator, adjudication etc.:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Role</th>
<th>Date</th>
<th>Remuneration Y/N</th>
</tr>
</thead>
</table>

E. Professional awards, honors, editorships (list teaching awards/honors in Section I):

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Role</th>
<th>Date</th>
<th>Remuneration Y/N</th>
</tr>
</thead>
</table>

III. SERVICE:

A. Administrative (including graduate assistant supervision, etc.), committee activity, or other service within the University (organize by levels and designate; D for School/Dept.; C for College; U for University):

<table>
<thead>
<tr>
<th>Committee of Activity</th>
<th>Role</th>
<th>Dates or ongoing</th>
<th>Rel. Time (RT) or Remun. Etc. Y/N</th>
</tr>
</thead>
</table>

B. Community service, non-credit course taught, and special services to WSU:

<table>
<thead>
<tr>
<th>Committee of Activity</th>
<th>Role</th>
<th>Dates or ongoing</th>
<th>Rel. Time (RT) or Remun. Etc. Y/N</th>
</tr>
</thead>
</table>

C. Service to professional organizations, etc., if not cited in Category II:

<table>
<thead>
<tr>
<th>Committee of Activity</th>
<th>Role</th>
<th>Dates or ongoing</th>
<th>Rel. Time (RT) or Remun. Etc. Y/N</th>
</tr>
</thead>
</table>
Wichita State University

Unclassified Professional Performance Evaluation Form
Division of Academic Affairs and Research

Calendar year __________

Section 1: General Information

Name ___________________________ Position title ___________________________

Department ___________________________ Years in current status ____________

Appointment type: _____ Regular _____ Provisional _____ Temporary _____ Contingent _____ Executive

Appointment FTE: _____ Full time _____Part time – FTE appointment

Renew appointment as: _____ Regular _____ Provisional

Renewal recommendation: _____ Recommended _____ Not Recommended

Temporary or contingent renewal recommendation:

_____ Renewal recommended, pending funding

_____ Renewal not recommended

_____ Position terminates ____________(date)

Section 2: Attachments to this form:

A. Unclassified Professional: Attach one page explaining previous year’s activities related to goals.

B. Reviewer: Attach an evaluative statement with specific reference to performance and check the appropriate spaces below.

C. Unclassified Professional and Reviewer: Attach a narrative statement of the specific goals for next year.

<table>
<thead>
<tr>
<th>Excellence</th>
<th>Intellectual Exploration</th>
<th>Enhance learning</th>
<th>Support (service)</th>
<th>Retain</th>
<th>Recruit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets expectations</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Does not meet expectations</td>
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<tr>
<td>N/A</td>
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</table>

Section 3: Accountability Planning Matrix Assignment

Indicate the percentage of time spent on each matrix category for each of the four audiences. The total percentage of your time should equal 100%. There is no need to place a percentage in each cell. The amount of time spent in each matrix category should be discussed with the chair and unclassified professional and must be approved by the budget officer and budget review officer. If you are uncertain about the meanings of the categories, please discuss any questions with the budget officer.

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty</th>
<th>Staff</th>
<th>Alumni &amp; Community</th>
</tr>
</thead>
</table>

Excellence

Intellectual Exploration (Research/Creative Work)

Enhance Learning (Teaching)

Support

Retain

Recruit
Unclassified Professional Performance Evaluation
Signature Sheet

______________________________   _______________________
Signature of Reviewer                Date

EMPLOYEE: (please check appropriate statement, sign and date)

☐ I have reviewed this report and have been given the opportunity to discuss it with the reviewer.

☐ I have reviewed this report and have been given the opportunity to discuss it with the reviewer, and have attached a written response to this review.

______________________________   _______________________
Signature of Employee                Date

BUDGET REVIEW OFFICER: Action / Comments

______________________________   _______________________
Signature of Budget Review Officer    Date

PROVOST: Action / Comments

______________________________   _______________________
Signature of Provost                Date
Tenure and Promotion Process

When at least one recommendation, at a given level, is positive, the case goes to the next level. If both recommendations, at a given level, are negative, the candidate has the right of appeal to the next level. This is allowed only once.
COVER SHEET FOR DEPARTMENTAL TENURE FILE FOR AY ________________

CANDIDATE'S NAME ________________________________________________________________

CANDIDATE'S DEPT. ________________________________________________________________

CANDIDATE'S COLLEGE/SCHOOL/UNIVERSITY LIBRARIES
_______________________________________________________________

MANDATORY TENURE REVIEW _____________________ (yes no)

Departmental Tenure Review Committee Recommends:

Tenure: _____ (#yes) _____ (#no) _____ (#abstain)

Signature of Committee Chair _____________________________ Date _____________
Evaluative statement added to primary dossier _____ yes

DEPARTMENT T & P COMMITTEE

Is the Department T & P Committee made up of all Dept. Faculty _____ (yes/no), Elected subset of Dept. Faculty _____ (yes/no), or Special Committee (some/all outside dept ) _____ (yes/no)

Please Print Your Name Below
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

Please Sign Your Name Below
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

Departmental Chair: Tenure: _____ (yes, no)
Signature of Department Chair _____________________________ Date _____________
Evaluative statement added to primary dossier _____ yes

CANDIDATE:
I have seen all additional materials that have been requested and that will be added to my file and forwarded to the College/School/University Libraries committee for consideration. Signing this form does not constitute agreement.

Signature of Candidate _____________________________ Date _____________ Revised 2-24-03
I. General Information

Name

Last Update

Date of Birth

US Citizen or Permanent Resident  ___Yes  ___No

Tenured  ___Yes  ___No

Date of Tenure

Graduate Faculty Membership Category

Date

Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Year</th>
</tr>
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<tbody>
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Academic Appointments at WSU and Other Academic Institutions:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Positions</th>
<th>Year</th>
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</thead>
<tbody>
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</table>

Other Employment Related to Your Professional Activity:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Degree</th>
<th>Year</th>
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<tbody>
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</table>
Membership in Professional, Honorary, and Other Learned Societies:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
<th>Offices Held</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
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</table>

Academic Honors and Awards:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Special Conditions of Employment (Documentation should be included in Supplemental Dossier).

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Candidate's statement on his/her role in the department or unit within the University:

Chair’s statement on role of faculty member in the department or unit within the University:

II. Teaching Information (Need list only the past five years, but may list more if desired).

A. General Teaching Load
1. Teaching Load by semester (Course, Credit Hours, Contact hours Lecture/Lab, Number of Students Enrolled on the 20th day, Student Assistants, Graduate/Undergraduate Credit, Team Taught)

2. Undergraduate research/development projects supervised by semester

3. Graduate research/development projects supervised by semester

B. Dissertations, Theses, and Final Projects

1. Supervised (Title, Department, Student, Date completed/expected).

2. Committee member (Title, Department, Student, Date completed/expected)

3. Final projects (Title, Department, Student, Date completed/expected)

C. Workshops, Institutes, Professional Continuing Education and Short Courses Taught (Additional Compensation above expenses: Yes/No)

D. Courses and laboratories developed (courses and dates).

E. Teaching materials developed (including lab manuals, study guides, etc.)

F. Grants for Curriculum and Program Development

G. Student advising/counseling load

H. Evaluative Information on Teaching:

1. Student evaluations

2. Other available evaluations
   a. Peer evaluations
   b. Departmental Chair's evaluation
   c. Noteworthy student accomplishments or performance directly related to teaching by the faculty member.

3. Activity related to experimental teaching, innovative teaching, development of teaching effectiveness, etc.

III. Research, Scholarly and Creative Activity Information

A. Research grants (If approved, state size, duration, and briefly describe work).

1. Proposals submitted as principal investigator to external agencies

2. Proposals submitted as joint effort to external agencies. (State faculty member's role in submission)

3. Proposals submitted to WSU college/school/University Libraries or university research committees
B. Patents, major designs, etc.

C. Presentation of scholarship (nature of activity; refereed/invited)
   1. Unpublished paper presentations
   2. Participation in outside symposia or colloquia

D. Publication Information (Indicate extent of contribution made to jointly authored items.)
   1. Refereed articles in international, national, and regional journals which are refereed
   2. Articles in university publications and other state or locally supported and circulated journals (refereed?)
   3. Invited articles (compensation?)
   4. Articles in trade journals, magazines, professional newsletters and other publications (refereed? compensation?)
   5. Books published (nature of books, texts, general public, graduate state-of-the-art material, etc.)
   6. Monographs, Bulletins, and Chapters in books (nature of material, length, refereed, etc.)
   7. Publications in conference proceedings (not listed as presentations above; refereed?)
   8. Book reviews and Abstracts (refereed? compensation?)
   9. Citations of your work and reviews or abstracts of your publications or creative activity.
   10. Reports published by others (e.g. Federal agencies, trade associations)

E. Creative Activity Information
   1. Recitals and performances (nature of activity; extra compensation? [Yes/No]; by invitation?; local, regional, national or international?; By WSU contract?)
   2. Exhibits of creative work
   3. Creative work in print (musical compositions, plays, poetry, novels, short stories and other creative writing)
   4. Exhibits personally curated, performances directed, set designs, etc.
   5. Media developed (slides, tapes, films, etc.)
   6. Other creative activity (provide documentation)

F. Work in progress

G. Other research (provide documentation)
IV. Service Information

A. Committee service (University, College/School/University Libraries, Departmental; nature, time spent on these)

B. Special university, college/school/University Libraries, or departmental coordinator or other service functions

C. Service on Senate or Graduate Council

D. Participation in student recruitment

E. Serving as advisor to student organizations.

F. Professional speeches and/or panel presentations not otherwise listed.

G. Professional consultancies contributing to professional development. (in general, not routine, regularly scheduled activities.) (Nature of activity, impact of work on the field, extra compensation: Yes/ No)

H. Editorial service for journals and other publications

I. Service on proposal review panels for granting agencies.

J. Service on national or regional boards with research or scholarly functions (nature of participation, time required, etc.)

K. Committee assignments in professional organizations (nature of work and time required)

L. Other activities which enhance the university’s image, represent the university to the public, further the university's goals and direction, or employ one's professional competence to benefit the public.
Wichita State University
University Curriculum Change Form
(To be used for course, curriculum, and program changes)

Department________ Course # (affected or proposed)________ Course Title________ Credit: ______

Check all actions applicable to the proposed change. Use a separate form for each course.

Type(s) of Change(s)
1. ☐ New course
2. ☐ Experimental course seeking course status
3. ☐ Change in course number
4. ☐ Change in course title
5. ☐ Change in number of credit hours
6. ☐ Change in prerequisites
7. ☐ Change in course description
8. ☐ Deletion of course
9. ☐ Change in requirements for major or minor
10. ☐ Other (describe)

Routing Determination
11. ☐ This change affects students and/or programs in other colleges.
12. ☐ This course is cross-listed. (Requires Change Form from both departments).
13. ☐ This is a general education course.
14. ☐ This course is numbered 500 or above.

Please complete the following, where appropriate:
15. If this course replaces an existing course, which course does it replace? ______________________________
16. These changes are effective: Semester______Year______
17. At what point do you want the old course off the books (if applicable)? Semester______Year______
18. (A) Describe and (B) justify the change and its place in the department's overall curriculum plan.

19. List the courses that require this course as a prerequisite

20. What was the total enrollment figure for this class for the each of the last three times it was offered?
   What percentage of the students in each semester were majors in your department?
   Sem_____Yr______  Sem_____Yr______  Sem_____Yr______
   Enrollment Numbers ______________________  ______________________
   Percentage of Departmental Majors ______________________  ______________________

21. (A) Do these courses replace, resemble, overlap, or substitute for courses in other departments and/or colleges? (b) What is the effect of this action on other departments and/or colleges and their students? (You are responsible for consulting with departments whose programs may be affected by your action. Attach letters of support from affected departments/colleges).
22. Aside from reassignment of current faculty and changes in current course rotation, what additional resources and personnel are required? (You are responsible for consulting with head of collections management of the library, director of media resources, and director of computing when additional library holdings, electronic /telecommunications, and computer resources are required. Attach letters from each affected division.)

23. Catalog Description with Prerequisites to appear in the WSU Catalog.

24. Content Coverage and/or Major Topics. Attach a sample and/or tentative course syllabus if appropriate.

Please attach additional documents as necessary.
Wichita State University  
University Curriculum Change Form  
Routing Sheet

A. Date initiated by faculty

B. Dept. Course Number and Name

Approval* (Check as appropriate)

B. Level

Disapproved

Department Curriculum Committee  
(if no committee exists, faculty member signs)

Date

B. Dept. Course Number and Name

Disapproved

Department Chair

Approval

Disapproved

College Curriculum Committee

B. Dept. Course Number and Name

Disapproved

College Dean  
(A copy to be sent to the SGA  
Academic Committee for comment - Return copy to  
Academic VP)

B. Dept. Course Number and Name

Disapproved

General Education Committee (for all General Education courses)  
(GE courses must also be accompanied by a GE Form)

B. Dept. Course Number and Name

Disapproved

Graduate Council (for select graduate courses)

B. Dept. Course Number and Name

Disapproved

Graduate Dean (for all courses numbered 500 or above)

B. Dept. Course Number and Name

Disapproved

University Curriculum Committee (for all courses affecting students and/or programs in more than One College)

B. Dept. Course Number and Name

Disapproved

Provost and Vice President for Academic Affairs and Research

B. Dept. Course Number and Name

Disapproved

Provost and Vice President for Academic Affairs and Research sends signed originals to Assistant Registrar. Reviews

B. Dept. Course Number and Name

Disapproved

Records

Assistant Registrar

M. Provost and Vice President for Academic Affairs and Research sends signed originals to Assistant Registrar. Reviews

B. Dept. Course Number and Name

Disapproved

Copies of signed original (curriculum change form, course outline, and routing sheet) for all courses are sent by the Assistant Registrar to the University Publications.

N. Copies of signed originals (curriculum change form, course outline and routing sheet) for all courses are sent by the Assistant Registrar to the Catalog editor.  *All changes that are not approved are to be returned to the department chair and faculty with comment and with notification to the appropriate college dean(s).

O. Copies of signed originals (curriculum change form, course outline, and routing sheet) for all courses are sent by the Assistant Registrar to the Catalog editor.  *All changes that are not approved are to be returned to the department chair and faculty with comment and with notification to the appropriate college dean(s).

Comments:

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Wichita State University
University Curriculum Change

The university curriculum change process reflects the University’s traditional commitment to two concepts: (1) that the curriculum is a primary concern of the faculty from which changes are to be initiated; and (2) that department and college curriculum committees play an essential role, along with the various levels of academic administration, in curriculum development, approval, and implementation.

This form is to be used for all course, curriculum, and program changes. All changes for university courses listed in the WSU Undergraduate Catalog and WSU Graduate Bulletin must be submitted on this form. The process typically originates with department faculty and proceeds through the college. Where college policy requires, additional steps may be added to the process. In cases where programs from more than one college are affected, the proposals will be sent to the University Curriculum Committee before approval by the office of the Provost and Vice President for Academic Affairs and Research. When appropriate other governing committees such as the General Education Committee or Graduate School will review proposed changes before routing the request for change to the office of the Provost and Vice President for Academic Affairs and Research.

Faculty is required to note the effect of change on students and/or programs in other departments and/or colleges on the University Curriculum Change Form (21). In order to facilitate the discussion between departments and/or colleges, agendas for each College Curriculum Committee meeting will be forwarded to the deans of all colleges and to the Head of Collections Management of the library. Electronic posting is encouraged.

Cross Listed Changes

All courses, which are cross-listed, must proceed through both departments and/or colleges before they will be approved centrally.

Steps in the Change Process

1. Perceive need for change.
2. Determine level and type of change(s).
3. Seek information required on form.
4. Fill out University Curriculum Change Form.
5. Department faculty and/or Department Curriculum Committee discuss, review, and if approved, forward to the Department Chair. The change then proceeds through the College Curriculum Committee, the College Dean, (the SGA for comment to the Provost and Vice President for Academic Affairs and Research only), the General Education Committee (General Education Courses only), the Graduate Dean and/or Graduate School (for courses numbered 500 and above), the University Curriculum Committee (for courses affecting students and/or programs in more than one college), or goes directly to the Provost and Vice President for Academic Affairs and Research.

If, at any point, the change is not approved, the form will be returned to the Department Chair and Faculty with comments.

If the Provost and Vice President for Academic Affairs and Research finds that the curriculum change form has been inappropriately routed, the Provost and Vice President for Academic Affairs and Research will forward the form to the appropriate place.
If the Provost and Vice President for Academic Affairs and Research does not approve the change(s), the materials may be returned to any previous program or committee with notification to the appropriate faculty and college dean(s). If the Provost and Vice President for Academic Affairs and Research approves, the original is forwarded to Assistant Registrar to record and save. Copies are sent to the College Dean as notification and the Department Chair for implementation.

6. The Assistant Registrar deletes or records the course, files the original, and sends signed copies to the Catalog editor.
COURSE NUMBERING GUIDELINES

COURSE LEVEL: Follow the definitions from the KBOR Policy manual (reproduced below)

COURSE NUMBERING SYSTEM

In order to maintain a common system of classification of academic information for all Regents institutions, course levels are to be identified by the first digit catalog course number as follows:

- **000-099** No credit courses
- **100-299** Lower division, undergraduate. Designed as freshman-sophomore courses.
- **300-499** Primarily designed for Juniors and Seniors. Freshman and sophomores may be admitted if they meet prerequisites.
- **500-699** Upper division, undergraduate. Primarily for juniors and seniors, with enrollment of less than 50% Graduate I students.
- **700-799** Graduate and upper division. For Graduate I students primarily; with enrollment of less than 50% undergraduates.
- **800-899** Designed primarily for Graduate I students.
- **900-999** Designed primarily for Graduate II students.

Grad. I = Courses and Thesis for Masters students who will ordinarily have accumulated from 1 through 30 graduate hours, and students enrolled in professional schools (Law, Veterinary Medicine, M.D., Architecture, etc.).

Grad. II = Courses for Specialists and Doctoral students who will ordinarily have completed greater than 30 hours of graduate work.

Numbers usually reserved for CO-OP courses: 281, 481, 781
Numbers usually reserved for workshops: 150, 250, 350, 550, 750
(some departments are using 750-755).

Alphabetic suffixes to course numbers are assigned by the Registrar’s Office when needed to differentiate between different titles for the same root course - workshops and special topics courses are good examples.

General Education courses: none of the General Education course numbers have a G or Q suffix any longer.

Cross-listed courses: courses that are listed in two or more departments should, when possible, use the same course number in each department.

A sequence of courses: Each successive course in a set of courses that is normally taken in a prescribed sequence, should have a higher number than the one preceding it.
Dear Colleagues,

I am pleased to welcome you as new faculty to our beautiful campus and extend an invitation to visit the Wichita State University Libraries. Our mission is to make available the information resources necessary for learning, teaching and research, and to provide the services that enable faculty, staff and students to use these resources.

We are ready to assist you! Your New Employee Information Binder contains the University Libraries Handbook, which should answer many questions you might have. Key services are listed below:

- From the Library’s homepage at http://www.library.wichita.edu, you will find access to the full range of library services, as well as the online catalog, thousands of full-text journals, and dozens of databases to assist in your research and teaching activities.

- Our Interlibrary Loan department provides access to materials located in other libraries. Open an account at http://library.wichita.edu/ill/.

- The Libraries’ Subject Specialists are your faculty colleagues. They are ready to assist you in bibliographic instruction, research consultation, and in collection development. Consult the Library Services brochure for their names and contact information, or view this information at http://library.wichita.edu/staff.html.

- If you need materials placed on Reserve, this can be handled either electronically or in physical format by contacting Course Reserves at 978-3583.

- The Shocker Open Access Repository (SOAR) is a service of University Libraries which provides faculty with a platform for scholarly communication, the archived intellectual output of our university community. View it at http://soar.wichita.edu/dspace/index.jsp.

All Day Open House @ Ablah Library on Tuesday, August 25, 2009

I hope you will drop in for a brief tour of the library and orientation to our services. Tours will begin every half hour from the Circulation Desk from 9:00 a.m. until 6:00 p.m. Subject specialists will be on hand to confer with you. If this date is not convenient, please feel free to contact the Director for Public Services for assistance at 978-5130 or via e-mail at nan.myers@wichita.edu.

Best wishes for a great 2009/2010 academic year!

Cordially,

Pal V. Rao, Ph.D., CDP, Professor
Dean of University Libraries
The purpose of this handbook is to acquaint you with University Libraries. Brief descriptions of our resources and services are arranged in alphabetical order, followed by the names and telephone numbers of persons to contact for help or more information.

The faculty and staff of the library are committed to excellent service. You are urged to contact any of the individuals listed in the Handbook to suggest improvements or express concerns. Your comments are essential if we are to achieve our goal of providing the university community with the best possible service.

Pal V. Rao, Ph.D., CDP
Dean and Professor of University Libraries
(316) 978-3586
pal.rao@wichita.edu
Acquisitions (see Purchases)

Archives, University (see also Special Collections and University Archives)
University Archives, located in the Special Collections Department of Ablah Library, contains non-current records that document the growth and development of Wichita State University. Collections include papers and other manuscripts of past presidents and administrators, publications by and about the University, annual reports of specific colleges and departments, budgets, catalogs, class schedules, student newspapers, yearbooks, and papers of distinguished faculty. Documents in the Archives are filed under the heading of the office from which they originated. The State of Kansas retention schedules for state records may be found on the Special Collections Web page at http://specialcollections.wichita.edu.

For more information, call:
Dr. Lorraine Madway, Curator of Special Collections and University Archivist
Extension 3590
E-mail: lorraine.madway@wichita.edu

Arrangement of Ablah Library’s Collections
Ablah Library serves as the main library facility for WSU. As a primary research and information center, we strive to support faculty and student needs. Comprised of more than 1,000,000 volumes, books and bound periodicals, collections are arranged by Library of Congress call numbers and shelved together in the general collection stack area of Ablah Library. Unbound periodicals are housed in the Current Periodicals Room of Ablah Library, also arranged by LC call number.

The government documents components of the collections consist of over 500,000 paper items, 250,000 microfiche, 2,000 CD-ROMS, and 20,000 maps. These collections are on the main floor on the southeast end of the Reference Area. They are arranged by Superintendent of Documents (SUDOC) numbers. Further clarification of the profile of these resources is included under “Government Documents.”

Book Acquisitions (See Purchases)

Carrels (See Faculty Carrels)

Chemistry Library
Location: 127 McKinley Hall

The Chemistry Library houses a core collection of chemistry journals, a small reference collection, and reserve materials for current classes. The Engineering and Physical Sciences Librarian provides specialized reference services and online searching. Access to all electronic databases owned or licensed by University Libraries and Internet access are also available via workstations in the Chemistry Library. As hours vary, a schedule is posted at the Chemistry Library and on the Libraries’ Web page at http://library.wichita.edu/science/chemistry/chemlib.html.

For more information, call:
Chemistry Library
Extension 3764
or:
Nan Myers, Director for Public Services
Extension 5130
E-mail: nan.myers@wichita.edu

Children’s Literature Collection
The Children’s Literature collection supports courses in children’s literature, adolescent literature, and multi-cultural literature that are offered by the College of Education. Faculty members and their families are welcome to use the
collection as well. The books are found on the second floor of Ablah Library. The collection includes over 14,000 titles for all ages of children and features both classic and new titles for children.

Circulation Services
Circulation Services is located near the entrance on the first floor of the Ablah Library. Here you may check out library materials, determine the status of materials not on the shelf, pick up library materials on hold for you, request items from compact shelving, request a search for a missing item, check out a laptop computer, apply for a faculty carrel, pay for lost books and fines, or get change.

For more information, call:
Jane Hodge, Access Services Manager
Extension 5115
E-mail: jane.hodge@wichita.edu

Circulation Policy
A Circulation Guide is appended to this handbook (Attachment 1). Authorization forms allowing someone else to check out library materials for you are available at the Circulation Desk or online at http://library.wichita.edu/circulation/Proxy_Permission2.pdf. Because you are responsible for all materials checked out on your number, be cautious about allowing others to check out books under your name. The faculty loan period for books is six months with renewals available. All periodicals circulate for three days. Bound periodicals may be renewed once.

Community Users
University Libraries welcomes community users over the age of 14 (and children under the age of 14 who are accompanied by a parent or guardian) to use its facilities and resources for academic purposes. Community users may obtain Community User cards at the Circulation Desk to check out materials. Six computers that do not require WSU authentication are located in the Learning Commons of the first floor of Ablah Library. These are available for community users for academic purposes.

Complaints and Compliments
Complaints, concerns, or compliments are always welcome. Please send them to the appropriate administrator.

Commercial Database Searching
In addition to access to more than 130 electronic resources licensed by University Libraries, commercial database searching is also available. For assistance, contact the Reference Department, extension 3591.

Corporate Annual Reports
The library has copies of the annual reports of many Fortune 500 companies. For assistance in identifying annual reports, call or ask at the Reference Desk, extension 3584, or see Locating Corporate Annual Reports in Ablah Library at http://library.wichita.edu/business/annrpt.htm

Course Reserves
Materials for your courses may be placed on Course Reserves, located in the Reserve area on the main floor of Ablah Library. Library books and media may be placed on reserve, as well as your personal materials. An article in a book or journal may be photocopied and placed on reserve, subject to copyright regulations that limit the library to only one copy. The Course Reserves unit also maintains an e-Reserve collection. Faculty can email electronic submissions or send article copies to be scanned and posted to the Libraries' Website or Blackboard.

At the end of each semester, all library materials are removed from the Course Reserves collection and personal materials are returned. Requests for reserve service must be submitted at least one week before the activation date. Course reserves requests forms (see attachment 5) are available at the Course Reserves Desk and at http://library.wichita.edu/circulation/reserve/resform.pdf. University Libraries’ Course Reserve Policy addresses compliance with the 1978 copyright law and defines educational “fair use” guidelines.” To learn more about the Course Reserves Policy or submitting materials, go to: http://library.wichita.edu/circulation/reserve/index.htm
For more information, call:
Wanda Kraus-Seal, Course Reserves Supervisor
Extension 5108
E-mail: wanda.kraus-seal@wichita.edu

Databases (see Electronic Resources)

Digital Collections (Locally Created)
Special Collections and University Archives has initiated a number of digital presentations to enhance access to its unique resources. Among the collections available in digital form are more than 300 rare Kansas maps, more than 1400 images of Kansas towns and cities, over 1000 Wichita photographs in the Wichita Photo Archives, three important early Kansas trading post journals and four 19th century Kansas immigrant guides. A recent digital addition is a collection of over 75 early township maps of Sedgwick County, Kansas. Special Collections’ web site is http://specialcollections.wichita.edu.

The Library also maintains an institutional repository of University and Faculty publications. See Shocker Open Access Repository (SOAR) at http://soar.wichita.edu

Disability Services
The Reference and Circulation staffs will assist disabled persons in using the library and inform them of its special services and facilities. Room 323, on the third floor of Ablah Library, is reserved for disabled users and contains several adaptive devices for reading. This room is jointly maintained by University Libraries and the Office of Disability Services. You may obtain the key for this room at the Circulation Desk. The restrooms and elevators in the library are identified with Braille signs. First, second, and third floor restrooms are equipped for wheelchair access.

DVDs (see Media Resources)

E-Books
University Libraries provides access to over 23,000 net Library e-books. This statewide collection, which is made available through a consortium of Regents Universities and the Kansas State Library, is found at http://library.wichita.edu/colldev/netlibraryintro.htm Links to individual e-books are also available in the University Libraries Online Catalog.

E-Journals
University Libraries has subscriptions to over 16,000 unique e-journals contained in nine publisher and vendor packages, including IEEE, JSTOR, KluwerOnline, Wiley Interscience, and ISI. Links are made to individual e-journals as well as to publisher packages at http://library.wichita.edu/colldev/electronresources.html. Links to e-journals are also provided in the University Libraries Online Catalog as well as directly from article citations in several of the online databases.

Electronic Resources
University Libraries subscribes to more than 160 electronic databases to support faculty and student instruction and research. Full-text and bibliographic databases such as Web of Science, ABI/Inform, JSTOR, Compendex, InfoTrac, Cambridge Scientific Abstracts, Lexis-Nexis Academic Universe, Book Review Digest, Wiley Interscience, New Grove Dictionary of Music and Musicians, Wilson Biographies, WorldCat, AIAA Papers, Art Index Retro, etc. can be accessed both on site and remotely.

There are also 45 additional FirstSearch databases available to faculty only. Several databases are full-text while others link to full-text e-journal content when available through WSU subscriptions. Links to alphabetical and subject listings of available databases are found at http://library.wichita.edu/colldev/electronresources.html If you have questions about
use of electronic resources or for help with any of the databases or services, please contact your subject librarian or call the Reference Desk at extension 3584.

**Facebook**
Become a fan of Wichita State University Libraries on Facebook and receive announcements of new databases, online tutorials, happenings at the Library and more!

**Faculty Carrels**
Two-person, locked faculty carrels are available to WSU faculty members engaged in research, publication, or lecture preparations that require heavy use of library resources. Faculty must apply each semester. Priority is given to those faculty members engaged in specific research projects. Any carrel not being used regularly may be reassigned. An application is available at the Circulation Desk or at [http://library.wichita.edu/circulation/fcaform.pdf](http://library.wichita.edu/circulation/fcaform.pdf).

**Faculty Renewal Online**
Faculty members may renew their materials online by logging onto their records through the "My Account" button found on the opening screen of the online catalog. A courtesy list of outstanding items will be sent to faculty members three weeks before items are due (see also Circulation Policy).

**Fines**
You will be assessed a fine for overdue library materials of 25 cents per day for most items. If the cumulative fine for all items is less than $3 and remains under that amount until the end of the semester, the fine will be dropped at the end of the semester. The complete fine policy is contained in the University Libraries Circulation Policy (Attachment 1).

**Gifts and Gift Collections**
Donations of money and materials are important to the development of University Libraries. Gifts honoring other individuals as well as direct contributions are welcome. Statements acknowledging donations can be provided.

For more information, call:
Cathy Moore-Jansen, Associate Professor & Coordinator of Collection Development
Extension 5080
E-mail: cathy.moore-jansen@wichita.edu

**Government Documents**
Ablah Library has been a Federal Depository Library since 1901, collecting 60 percent of all materials distributed by the Government Printing Office of the U.S. Government in print and electronic formats. The Government Documents area houses over 500,000 items in paper. In addition there are over 250,000 microfiche, 2,000 CD-ROMs, and 20,000 maps.

The Government Documents collection supports the programs of Wichita State University and the needs of the public in the Fourth Congressional District. Strengths of the collection are in the Department of Commerce, including the Census Bureau, Health and Human Services, Department of the Interior, NASA, and Congressional publications. The collection is classed in the Superintendent of Documents System.

Links to many online government resources are also included in the University Libraries Online Catalog. Copyright information and forms are available in the Government Documents Office. During tax season, reproducible Federal Tax Forms are always available. Reference assistance is available in the Government Documents Office or at the Reference Desk.

For more information, call:
Nan Myers, Associate Professor and Government Documents Librarian
Government Documents Office
Extension 3155
E-mail: nan.myers@wichita.edu
Homepage
The University Libraries homepage at http://library.wichita.edu provides information about the library, its departments, and other library units. It also provides links to the University Libraries Online Catalog, the online catalogs of other Kansas and major libraries, more than 130 electronic journal indexes and other electronic databases, and various other resources available to WSU faculty, staff, and students.

Hours
For information concerning library hours, call extension 3481 (answered 24 hours a day) or check our homepage at http://library.wichita.edu/hours.html

Identification
To check out library materials you must have a valid Wichita State University photo ID, which is produced at the ShockerCard Center located in the Rhatigan Student Center.

If you wish to send others to check items out for you or to photocopy on your departmental account, fill out an authorization form (available at the Circulation Desk) and send it with that person (see page 5).

Indexes to Periodical Literature
The library subscribes to many scholarly electronic indexes that cover journal, dissertation, and selected book literature of most disciplines. Many of these indexes can be accessed from any workstation on campus or from off-campus. Off-campus access is available with a valid MyWSU ID and password. For more information see http://library.wichita.edu/colldev/offcampus.html. A complete list of periodical indexes and other electronic reference sources, is available at http://library.wichita.edu/colldev/databases/alphadatabase.htm

For information about the availability and location of periodical databases and other Reference tools related to your research or teaching, please contact your subject librarian or call the Reference Desk at extension 3584.

Information Literacy (See Library Instruction and Information Literacy)

Interlibrary Loan and Document Delivery Service
WSU Libraries Interlibrary Loan and Document Delivery Service provides access to research material unavailable in the University Libraries collections or electronic resources. Most material is obtained from sources in Kansas within seven to ten days. If necessary, material may also be obtained from national and international sources. Borrowed books are usually available for three to four weeks while most articles and papers are supplied electronically via e-mail.

Requests are made through ILLiad, a program that allows you to request material, check request status, and renew books all from one online location. The service is available to WSU faculty, students, and staff. To register for ILLiad, go to http://library.wichita.edu/ill/.

For information call:
Interlibrary Loan Office
Extension 3167

Internet Access
Internet access is provided on all of the more than 130 public workstations in the library and to library resources via the campus network. Internet access is also available on the campus wireless network, which is available at Ablah Library and the Chemistry Library and follows the IEEE 802.11b standard. Students and faculty may borrow laptops for library use through the Circulation Desk, or may access the network through their own laptop by registering the network card’s MAC address with University Computing.
Laptop Computers
Laptop computers may be borrowed from the Circulation Desk for use within Ablah Library. The circulation period is three hours. More information about the laptop service is found at: http://library.wichita.edu/circulation/library-laptops.htm

Leisure Reading Collection
A small Leisure Reading collection is maintained on the east wall of the Reading Room in Ablah Library. The collection includes fiction and non-fiction adult books to help support the leisure reading needs of WSU students, staff, and faculty. It is intended to provide a sampling of diverse titles with recreational and potential educational value that are being read and discussed by members of the WSU community. The loan period for books in the collection is four weeks for all patron groups and check-outs are not renewable. More information about the books in the Leisure Reading collection can be found at http://library.wichita.edu/circulation/readersadvisory.htm

Library Associates
Library Associates is a library support group that each year sponsors a lecture series and several special events. It has been responsible for the addition of important books and manuscript collections to University Libraries. Membership is open to anyone interested in supporting University Libraries.

For more information call:
Kathy Downes, Senior Associate Dean of University Libraries
Extension 3586
E-mail: kathy.downes@wichita.edu

Library Information System and Online Catalog
The Library Information System (http://library.wichita.edu) consists of the University Libraries Online Catalog, more than 130 electronic databases, and subject-specific Internet portals. The Web-based Online Catalog contains all of University Libraries’ book and journal holdings, the holdings for federal government documents received since 1976, and links to selected electronic resources and Internet sites. Electronic indexes and full-text databases provide researchers with access to a wide range of scholarly materials.

Library Instruction and Information Literacy (See also Subject Librarians)
Subject librarians offer instruction on various electronic resources, reference, and research tools for each discipline. Presentations may be made either in the Ablah Library electronic classroom (Room 217) or in your own classroom. Librarians can tailor their presentations to the needs of a particular course. More information is at http://library.wichita.edu/reference/libraryinstruction/instructionsession.htm.

Workshops on the use of the University Libraries Online Catalog and the many specialized databases and library resources are offered upon request and at various times throughout each semester. In addition, University Libraries offers students a one-hour credit course, Introduction to Library Research (LASI 170). Subject librarians are interested in partnering with the teaching faculty to develop appropriate library and Internet research components of their courses.

EMPOWER is an information literacy tutorial developed by a team of subject librarians at the WSU Libraries, and can be found online at http://library.wichita.edu/empower/ or from an icon on the Libraries main page. EMPOWER aids students in searching, selecting and evaluating information resources. Learning modules include Starting Your Research, Choosing Your Topic, Using the Catalog, Finding Articles, Using the Web, and Citing Sources. Accompanying quizzes on each module are available to faculty and can be downloaded into students’ Blackboard accounts.

For more information on EMPOWER, the library instruction program for Introductory English classes, on the credit course Introduction to Library Research, or research/instructional design, contact:
Angela Paul, Instruction and Outreach Librarian
Extension 5084
E-mail: angela.paul@wichita.edu
Library Purchases (see Purchases)

Lost and Found
All non-library materials and personal belongings found in the libraries are kept at the Circulation Desk until they are picked up by the campus police once a week.

Lost or Stolen ID Cards
You should alert the library and the Shocker Card Center if your ID card is lost. Until the library is notified, you are responsible for all materials checked out on your card and must pay any resulting fines or lost charges.

Media Resources
University Libraries collects DVDs and videos. This collection is located in the Reserve Area. DVDs/videos are selected to support the curriculum, with a special emphasis on the performing arts. Faculty members may work with the Reserves staff to reserve specific titles for class presentations or class study. All have records in the University Libraries Online Catalog. Individual viewing stations are available in the Reserve Area. Small group viewing is available in the KGS Network Seminar Rooms. Contact the Circulation Desk, extension 3582, for assistance. Projection equipment is available through the Media Resources Center at 978-3575.

Microfilm and Microfiche
Back issues of selected newspapers and other materials in micro format are housed in the Reserve Area on the first floor. These materials are listed in the online catalog. The Libraries has readers and reader-printers. Copies may be made for ten cents per page. For assistance with this equipment, go to the Reserve Desk.

Music Library
Location: Room C-116, Duerksen Fine Arts Center

The University Libraries’ collections of performance scores and sound recordings are housed in the Thurlow Lieurance Memorial Music Library. All of these holdings are listed in the online catalog. Scores and sound recordings circulate to faculty. Access to all electronic databases owned or licensed by University Libraries is also available via workstations in the Music Library.

During the fall and spring semester, the Music Library’s hours are
- Monday & Tuesday 8 a.m – 8 p.m.
- Wednesday-Friday 8 a.m – 5 p.m.

The schedule varies during summer sessions and holidays and is posted on the website. For more information about the collection and services of the Music Library, visit the Web site at http://library.wichita.edu/music/minindex.html, contact the Music Library, or call 978-3029

For more information, call:
Rachel Crane, Associate Professor and Music and Fine Arts Librarian
Extension 5078
E-mail: rachel.crane@wichita.edu

Newspapers
University Libraries subscribes to a number of state, national, and foreign newspapers and maintains them for a limited time in the Current Periodicals area of the Reserve Area in Ablah Library. Ask at the Course Reserves Desk for recent daily and Sunday issues. Selected newspapers are available on microfilm, through Internet links, or through electronic
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**New Titles List**
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Librarians are able to facilitate visits to other research libraries for faculty by contacting those

libraries, checking the availability of desired materials, and locating printed guides to specialized collections, when such guides exist.

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The WSU library is a designated depository for the U.S. Patent and Trademark Office. Information is available to assist patrons in conducting a patent or a trademark search. The collection is maintained by the Government Information/Documents Office of the Research Services Group, extension 3622, and provides services to the entire state.

For more information, contact:
Nan Myers, Associate Professor, Patents and Trademarks Librarian
Extension 5130
E-mail: nan.myers@wichita.edu

**Periodical and Journal Purchases (See Purchases)**

**Photocopying**
The library has self-service photocopy machines. The ShockerCard Center can add a departmental charge feature to your faculty ID.

For more information, contact:
ShockerCard Center   Extension 2273

or
Jane Hodge, Access Services Manager
Extension 5115
E-mail: jane.hodge@wichita.edu

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Purchases

Books and Other Materials: Faculty are encouraged to recommend purchase of materials needed for research and teaching, including books, documents, research reports, microforms, slides, maps, music scores and recordings, electronic resources, and videos. To request an item, please forward

a written request (via campus mail or email) directly to your subject librarian or fill out an “order recommendation card” at the Reference Desk, which will also be forwarded to your Subject Librarian. Please provide as much information as possible about the item’s author, title, publisher, edition, date of publication, and price. It is always helpful if you provide a catalog blurb, book review, etc. with your request. Indicate how soon you need the item, whether you wish to be notified upon its arrival, and whether you want it placed on reserve. As a rule, book orders are received in six to eight weeks. The status of book orders can be checked in the online catalog because a record of the item is placed in the catalog as soon as a book is ordered.

Journals and Other Serials: The library has a collection of over 30,000 print and electronic journals and numerous other monographic and reference serials. Our goal is to review the journal collections on a biannual basis, not only to consider fiscal concerns but also to develop a collection that is current and relevant to the research and teaching needs of faculty and students at WSU. At this time, new journals are generally not added without canceling current subscriptions of comparable costs. However, you are encouraged to forward any requests for new journals to your subject librarian. Wish lists are maintained by librarians and consulted when funding becomes available. In addition to print subscriptions, the University Libraries is continuing initiatives to provide access to electronic journals whenever possible. A complete list of the University Libraries’ electronic journal subscriptions is available on the University Libraries home page at http://dn3kg6nn2s.search.serialssolutions.com

Reference Assistance/Information Desk

WU Knows! reference services are available at the Reference Desk in the Learning Commons on the first floor of Ablah Library and at the Chemistry and Music branch libraries. WU Knows! also provides reference by phone at extension 3584, email at http://library.wichita.edu/cybrarian.html, and online chat through Yahoo, AOL, and MSN instant messaging. See http://library.wichita.edu/wuknows/ for more information. Reference librarians are available by appointment (see Subject Librarians for contact information)

Reference Service Desk hours (Fall, Spring, and Summer Sessions):

Monday-Thursday  9:00 am – 8:00 pm
Friday           9:00 am – 5:00 pm
Saturday         11:00 am – 5:00 pm
Sunday           1:00 pm – 7:00 pm

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For more information, contact:
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Mary Nelson, Librry Assistant
Extension 3590
E-mail: loraine.madway@wichita.edu

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For more information, contact:
Dr. Susan Matveyeva, Assistant Professor and SOAR Administrator
Extension 5139
E-mail: susan.matveyeva@wichita.edu

Smoking
Kansas Statute Section 21-4008 prohibits smoking in public buildings.

Sound Recordings (LPs, CDs, Cassettes) See Music Library

Special Collections and University Archives
Special Collections acquires, processes and preserves manuscript collections, rare books, photographs, rare Kansas maps, non-current University records, architectural drawings, and local history materials. Special Collections, located on the lower level of Ablah Library, is open from 8 a.m. to 5 p.m. Monday through Friday. Information about Special Collections is found on its web page at http://specialcollections.wichita.edu. Materials in Special Collections do not circulate; however, photocopying may be done for selected materials.

Over 500 different Manuscript Collections provide research opportunities for students, scholars and community users. The collections cover a wide range of topics with emphasis on aviation, Wichita and Kansas history, women’s organizations, abolition, U.S. Civil War and entrepreneurship. The various holdings are comprised of papers of organizations and individuals, diaries, company records, correspondence and other materials. A collection of papers from the noted photographer, author, filmmaker, composer and Kansas native Gordon Parks was acquired in 2008. Certain collections are stored off-site. Notice of at least two days is required for retrieval of these collections.

The Rare Book Collection includes the Robert T. Aitchison collection on the history of printing. It contains items from as early as the 8th century C.E. as well as numerous books printed in the 15th and 16th centuries. The Maurice M. and Jean H. Tinterow Collection of books on mesmerism, animal magnetism, and hypnotism is one of the leading collections of its kind in the country. The W. H. Auden Collection contains first editions, first appearances, and manuscripts by and about W. H. Auden. Other important collections include local history and Kansas history, plat atlases, and publications of the U.S. Civil War-era Sanitary Commission.

The fast-growing Image Collection offer a wide array of information for research. Among the subject areas are Indians of North America; cities and towns of Kansas, including a large collection of Wichita photographs; architectural drawings; sod houses; and aviation. Additionally, many manuscript collections contain photographs.

The Kansas Map Collection includes over 1500 individual maps that depict Kansas and the territory that would become Kansas, dating from the 16th century through the 20th century. The map collection provides a comprehensive, visual history of Kansas’ political, geographic, and economic growth. The nucleus of the collection is the Robert Baughman Collection of Early Kansas Maps. More than 300 historical Kansas Maps from the collection are online. A recent digital addition is a collection of early township maps of Sedgwick County, Kansas, featuring county maps dating from the 1860s through 1880s.

Collections in the University Archives consist of non-current materials that document the administration, people and programs of Wichita State University since its founding as Fairmount College in 1895. The papers of past presidents, administrators and distinguished faculty, publications by and about the University, catalogs, photographs, student newspapers, and the yearbooks chiefly comprise the holdings.

Primary access to the collections is accomplished by way of Special Collections’ web site, the University Libraries Online Catalog and by descriptive finding aids which are available online. The Archives Classification Guide, also available online, contains the most up-to-date listing of all records in University Archives.
For security purposes, the door to Special Collections is kept locked at all times; however, researchers and visitors are always welcome.

For more information, contact:
Dr. Lorraine Madway, Curator of Special Collections and University Archivist
Extension 3590
E-mail: lorraine.madway@wichita.edu

**Subject Librarians**
Subject librarians may be reached at 316-978 and the extension indicated. A current list of subject assignments is available on the Internet at [http://library.wichita.edu/colldev/index2.html](http://library.wichita.edu/colldev/index2.html)

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<td>5078</td>
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<td>5078</td>
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Religion
Liorah Golomb  5077  liorah.golomb@wichita.edu
Social Work
Janet Brown  5075  janet.brown@wichita.edu
Sociology
Cindy Craig  5083  cindy.craig@wichita.edu
Spanish
Liorah Golomb  5077  liorah.golomb@wichita.edu
Sport Management
Janet Brown  5075  janet.brown@wichita.edu
Theater
Rachel Crane  5078  rachel.crane@wichita.edu
Urban Studies
Cindy Craig  5083  cindy.craig@wichita.edu
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Susan Matveyeva  5139  susan.matveyeva@wichita.edu

Videos (see Media Resources)

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<td>Leisure Reading Books</td>
<td>4 weeks</td>
<td>NO renewal</td>
</tr>
<tr>
<td>Periodicals -- Bound</td>
<td>3 days</td>
<td>1 renewal</td>
</tr>
<tr>
<td>Periodicals -- Unbound</td>
<td>3 days</td>
<td>NO renewal</td>
</tr>
<tr>
<td>Government Documents</td>
<td>4 weeks</td>
<td>2 renewals</td>
</tr>
<tr>
<td>Micro Media</td>
<td>1 week</td>
<td>1 renewal</td>
</tr>
<tr>
<td>Videos / DVDs</td>
<td>3 days</td>
<td>1 renewal</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>Do NOT Circulate</td>
<td></td>
</tr>
<tr>
<td>Special Collections and Archives</td>
<td>Do NOT Circulate</td>
<td></td>
</tr>
<tr>
<td>Music Scores</td>
<td>4 weeks</td>
<td>2 renewals</td>
</tr>
<tr>
<td>Spoken Recordings</td>
<td>4 weeks</td>
<td>NO renewal</td>
</tr>
<tr>
<td>Maps</td>
<td>7 days</td>
<td>2 renewals</td>
</tr>
<tr>
<td>Reserve Materials (The instructor determines the check-out period)</td>
<td>2 hours (Library Only)</td>
<td>NO renewal</td>
</tr>
<tr>
<td>Music Recordings (Faculty &amp; GTAs may borrow for 4 weeks -- 1 renewal)</td>
<td>Do NOT Circulate</td>
<td></td>
</tr>
<tr>
<td>Compact Discs (Music) (Faculty &amp; GTAs may borrow for 3 days -- 1 renewal)</td>
<td>Do NOT Circulate</td>
<td></td>
</tr>
<tr>
<td>Laptop Computers</td>
<td>3 hours (Library Only)</td>
<td>1 renewal</td>
</tr>
</tbody>
</table>

Current students, faculty, and staff may check out as many items as they are willing to be responsible for. Faculty and GTAs are eligible for extended loan periods on some items that are normally checked out for four weeks. GTAs must apply for this privilege each semester at the Circulation Desk. Following departmental guidelines the Access Services Manager may extend the number of books per patron or the loan period.

Reserve materials are only checked out to patrons with faculty, staff, or student privileges. Special Collections and Reference items may circulate if authorized by an appropriate person from the respective departments.

**Fines and Charges:** Circulation fines: All four-week materials are subject to a $0.25 per day fine. The fine for unbound periodicals, bound periodicals, and special exception items is $0.50 per day per item. There is a five day grace period on books, annual reports, and government documents; however, on the sixth day a fine of $1.50 is owed. The grace period does not apply to periodicals or...
special exception items. Fines are cumulative. If fines remain under $3.00 during a semester, the fine will be dropped at the end of that semester. The maximum fine per item is $10.00. A non-refundable $15.00 processing fee is added to any item which becomes a year overdue.

Patron borrowing privileges will be blocked when total obligations are $25.00 or higher. Borrowing privileges are also blocked for fines totaling $3.00 or more from a prior semester. Payment must be made before privileges will be reinstated. If a patron's fines exceed $25.00, the patron is eligible for a one time only reduction in fines back to $25.00. This reduction must be requested at the Circulation Desk prior to any fine payment. Once the reduction option is used, the patron will be responsible for all future fines accrued. Fines transferred to student accounts on Banner are no longer eligible for the reduction option.

Recall / Holds:
A patron needing an item that is checked out to another patron may place a recall on the item. A notice is sent to the patron who has the item notifying the patron that the item has a new recall due date. A $1.00 per day fine will be assessed if the item is not returned by this recall due date. Maximum recall fine is $40 per item.

 Reserve Fines:
The fine for overdue reserve material is $0.50 per hour for "Library Only" items with a maximum fine of $3.00 per item per day. The fine for one day, three day, and seven day items is $0.50 per day with a maximum of $10.00 per item. There is no grace period on reserve items.

 Lost Charges:
When an item becomes 40 days overdue, the patron is charged replacement costs plus a $15.00 processing fee per item. There is a $25.00 minimum charge per lost item. If payment has been made and the item is returned within one year after the due date, the difference between the lost charges and maximum fine will be refunded. Exception: Lost unbound periodicals are replaced immediately after they become forty days overdue. Patrons will be responsible for the replacement and processing costs of these issues. No refunds will be made for "lost and paid" unbound issues that have had replacement copies ordered.

Important Information About Circulation

Due Dates: It is the responsibility of patrons to return items checked out on their accounts by the due date stamped in the front of each item.

Notices: The date due slip serves as the official notice that an item is due. Faculty receive courtesy notices three weeks before items on extended loan are due. Overdue notices are sent when items are three days overdue.

Payment Methods: Payments of $3.00 or more can be made using cash, check, or credit cards. Payments less than that can be paid for in cash only.

Library Appeals: Library appeals may be filed at the Circulation Desk. A written appeal must be filed within six months of the situation being appealed. Appeals are heard by the University Senate's Library Appeals Committee once per semester. The Committee's decisions are final.

Renewals: Items can be renewed several ways: in-person, phone, by mail, online, or email. Items on hold for other patrons cannot be renewed.

Searches: Searches may be requested by patrons when library items that are not checked out cannot be found. Patrons should check the material's shelf location as well as the appropriate sorting area prior to requesting a search. Searches can take from two days to two weeks depending on the location of the item.

Returning Books: The Library provides five book return areas: the 24-hour book drop located at the east side of the library, the northwest vestibule book drop open when the Library is closed, and the book drop in the Library Foyer open during Library hours. There are also book drops at the West Campus at 37th and Maize Road and at the South Campus in Derby at 200 West Greenway Street, Suite 15A. Materials may also be returned by mail.
WSU LIBRARIES COURSE RESERVE REQUEST FORM
(Also at http://library.wichita.edu/circulation/reserve/resform.pdf)

Department ___________________________ Last Name ___________________________
Course Number ___________________________ First Name ___________________________
Date Submitted ___________________________ Campus Phone ___________________________
Semester (Fall, Spring, Summer) Campus Box ___________________________

Please type or this form and list only one item per space. List only one author and one title for each photocopied item. Please checkmark items you wish placed on electronic reserve. Please see section 8, in the instructions, for information concerning electronic reserve.

**TYPE OF RESERVE**

1. 2 hr., library only
2. 1 day
3. 3 day
4. 7 day

<table>
<thead>
<tr>
<th>Call # (or leave blank)</th>
<th>Author</th>
<th>Title</th>
<th>Type of Reserve</th>
<th>E-reserve (/)</th>
</tr>
</thead>
<tbody>
<tr>
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INSTRUCTIONS FOR COMPLETING THE FORM

Each item to be placed on Reserve must be listed on a Reserve Request Form.

All items, INCLUDING PERSONAL AND LIBRARY OWNED BOOKS AND PHOTOCOPIES, must be listed, INCLUDING THOSE YOU BRING IN TO BE PLACED ON RESERVE.

Due to our record space, please list one author and one title for each item you wish placed on reserve. PLEASE BE CERTAIN all the material you place on reserve matches your course syllabus so your students may easily locate the items in our records.

To increase efficiency and provide faster access to your students, we will place only four articles in one folder. If you add homework or solutions to a notebook, you will need to furnish the notebook for the semester.

We will not accept requests in any other form, such as class syllabi or reading lists. Our form is accurate in filing and locating your reserve requests, provides necessary writing space and requires less Reserve staff processing time.

Please allow as much lead time as possible in preparing your reserve items. A minimum of 48 hours processing time is required before materials are available for students. We prefer material be provided to us either before the beginning of the semester or within two weeks of the start of the current semester.

University Libraries is not responsible for damage or loss of personal material placed on reserve. We do, however, take every precaution to prevent loss or damage.

Course readings may be scanned and made available to students electronically (e-reserve) in the course reserve section of the WSU Libraries online catalog (http://libcat.wichita.edu/) Server restrictions require us to limit individual readings to a maximum of thirty pages and may also require us to limit the number of readings we place on e-reserve for any one professor. Please also allow at least three days for material to be placed on e-reserve. Restrictions apply to e-reserve material. Due to copyright restrictions, access to your e-reserve material should be limited to enrolled students. Material placed on e-reserve is also governed by the general copyright restrictions listed below.

COPYRIGHT RESTRICTIONS
In accordance with fair use (Section 107 of the U.S. Copyright Act), reserve systems may include copyrighted materials at the request of a course instructor. These materials should be limited to single articles or chapters from individual works and access to these materials should be terminated at the end of the semester. Access to this material should be limited to enrolled students. Reserve may control access by requiring a password. It is the instructor’s responsibility to be certain all submitted materials comply with the copyright and fair use guidelines. We reserve the right to refuse to place material on reserve if, in our judgment, placing the material on reserve violates copyright law.

Please direct all question or comments to:
Wanda J. Seal Ext. 3583 or 5108
Reserve Supervisor wanda.krause-seal@wichita.edu
Reserve Office WSU Libraries, Box 68
Wichita State University has centralized research administration of sponsored programs through the Office of Research Administration (ORA). Utilizing a centralized model, the office is comprised of several “teams,” each designed to provide specialized assistance to faculty throughout the life cycle of a grant or sponsored program:

**Pre-Award**

Assists faculty in locating funding sources and submitting proposals for support of research and other faculty-driven activities; reviews proposals for compliance with institutional and external regulations; reviews proposals budgets for reasonableness, mathematical accuracy, and completeness; transmits completed proposals to sponsor after institutional sign-off; accepts awards and ensures they meet sponsor and institutional policies; coordinates the award process with post-award, contracts and applicable compliance teams.

**Post-Award**

Sets up the data record and financial accounts in the grant module of Banner; monitors grant-related expenses for allowability, allocability, reasonableness, and adherence to university policy; reports project expenses posted against budget to sponsors; invoices the sponsors for grant-related expenses; collects income (in the form of checks, wire transfers and draw down of funds) and posts to the grant accounts; monitors spending against budget, noting certain trends such as overspending or underspending; completes the final financial report to the sponsor; closes out the award by ensuring all requirements have been satisfied including collection of interim and final progress reports, invention reporting, equipment reporting and salary certifications.

**Research Payroll**

Prepares payroll (OHR forms) paperwork for faculty, staff and graduate students taking part in research and sponsored projects; routes to appropriate signature authorities; projects salary and fringe expense costs in comparison to grant and sponsored project budgets; coordinates the University's Effort Reporting system; and ensures compliance with University, regulatory and sponsor guidelines related to salary and fringe expenses.

**Contracts & IP**

- **Contracts**
  Reviews and negotiates research and sponsored project contracts, cooperative and professional service agreements with federal and agencies, private companies, non-profit organizations and other universities; reviews and/or prepares a variety of contractual documents to support sponsored projects ranging from subcontracts and sub-awards, non-disclosure agreements, proprietary information agreements, material transfer agreements, software license agreements to equipment loan agreements.

- **Intellectual Property**
  Coordinates reporting of inventions with faculty; researches intellectual property rights (including copyright and moral rights); advises on matters connected with research related contracts; and manages the University’s patent portfolio.

**Compliance**

Protects the institution from liability by limiting or managing situations that create an exposure; mitigates risk of potential civil and criminal penalties for those considered to be compliant; improves overall management of sponsored projects by ensuring good stewardship of funds; and provides for effective stewardship of university resources.
• **Conflict of Interest**
  Coordinates annual Conflict of Interest reporting; investigates potential conflicts of interest; and manages the resolution of conflicts.

• **Environmental Health & Safety**
  Coordinates the University’s compliance programs for Chemical, Biohazards, Laser, Radiation, Environmental and General Health & Safety topics such as fall protection, hot work permits, personal protective equipment, ergonomics, lock-out/tag-out program, air quality, water and wastewater, fire safety, laboratory safety and inspections, hazardous material handling including Material Safety Data Sheets (MSDS) and storage, waste management including waste pick-up and disposal, emergency spill response, bloodborne pathogens, and campus emergency planning and response.

• **Export**
  Review sponsored projects for applicable export regulations; determine appropriate technology control measures to prevent the inadvertent release of technical data; and ensure the University’s compliance with federal export regulations.

• **Institutional Animal Care & Use Committee (IACUC)**
  Oversees the University’s animal program, facilities and projects involving the use of animals; and provides a formal assurance to the Department of Health and Human Services (DHHS) that WSU complies with the Public Health Service (PHS) policy on Humane Care and Use of Laboratory Animals and the federal Animal Welfare Act. This guarantee applies to all research, research training, teaching and biological testing involving live invertebrate animals conducted by anyone on the premises of WSU.

• **Institutional Review Board (IRB)**
  Protects the rights and welfare of human subjects who participate in research conducted by WSU faculty, staff and students; ensures that the University is compliant with federal requirements.

• **Responsible Conduct of Research (RCR)**
  Educates individuals conducting research in areas research integrity, ethics, research misconduct, data acquisition and management, responsible authorship, responsible peer review, human subjects’ protection, lab animal welfare, mentoring, conflicts of interest, and responsible collaborative research; investigates potential misconduct; and enforces University policies and federal regulations.

**Administrative Support**
Responsible for developing and assisting with the negotiation of the University’s Facilities & Administrative (F&A) rate; calculates lab rates; assists with administration of complex projects; and provides accounting support for the Office of Research Administration operations including departmental expenses, start-up funds and university support.

**Executive**

**Associate Provost for Research**
Plays a central role in development of the strategic direction for research endeavors at Wichita State University; promotes all forms of research, scholarship and creative inquiry through advocacy, information distribution, and collaboration with the academic colleges, the administration, the Faculty Senate, and various campus committees; strengthens existing and develops new relationships with sponsors and peers; assess and improves the University’s research infrastructure; develops mechanisms that encourage greater student involvement in
research, scholarship and creative activities; facilitates scholarly collaborations across departmental and school boundaries; oversees the Office of Research Administration and serves as Dean of the Graduate School.

- **Director**
  Responsible for the Office of Research Administration’s operations; supports the Associate Provost for Research; supervises the ORA managers and staff; works with faculty to provide assistance and guidance related to sponsored projects; leads efforts to improve research compliance; responsible for the financial integrity of grant and sponsored project funds; serves as contact for sponsors, governmental agencies, professional associations and other universities.
Staff

William L. Vanderburgh Ph.D., Director

Patrice, Administrative Specialist

Mission

The Center for Teaching and Research Excellence (CTRE) was developed by faculty and administrators to support teaching and research at Wichita State University. The CTRE was formally approved by the Kansas Board of Regents and established in 1999. The CTRE is administered by a Director and a Faculty Advisory Council composed of faculty representatives from each College and division of Liberal Arts and Sciences, the Faculty Senate (2), and the Library.

The mission of the CTRE is to: (1) support teaching and research personnel as teachers, scholars, and professionals, (2) provide instructional enhancement at the levels of course, curriculum planning and student learning, and (3) be an advocate for organizational development to build university structures and resources which will be efficient and effective in supporting teaching and research.

* "Research" as used here includes scholarship, research, creative activities, and librarianship.

Guiding Principles

Services of the CTRE are free and confidential. Information about specific individuals who participate in activities and utilize services provided by the CTRE is considered confidential by the Center staff. General data will be collected and reported anonymously to identify faculty needs or Center use patterns. The CTRE also fully supports the concept of academic freedom.
Goals

The main goal of the Center for Teaching and Research Excellence is to support excellence in teaching and research at Wichita State University. To meet this goal, the CTRE will:

♦ support university teaching personnel as they discover, discuss, and implement ideas for improving students’ learning;
♦ provide opportunities for teaching personnel to enhance their courses through the use of technology;
♦ offer course and program development assistance at all levels: planning, teaching, evaluating;
♦ provide opportunities for research enhancement;
♦ provide opportunities for interdisciplinary teaching and discussion;
♦ support the Academy for Effective Teaching and recognition of effective and innovative teaching;
♦ enhance efforts of individual departments and colleges in faculty enrichment;
♦ support the integration of research/scholarship and teaching effectiveness;
♦ seek opportunities to increase resources for travel, equipment, and other needs related to teaching and research;
♦ facilitate and lobby for an institutional climate which values and supports teaching and research efforts; and
♦ foster the development of a campus-wide learning community.

The Faculty Advisory Council (FAC)

The Center for Teaching and Research Excellence is a program supported financially by the administration of Wichita State University, directed by a faculty member and advised by a council of faculty, the FAC. The Center Director reports to a designated Associate Vice President for Academic Affairs and Research (AVPAAR) for faculty.

The FAC is comprised of one elected representative from each college and division of Liberal Arts and Sciences, the library, and two representatives from Faculty Senate with 3 year staggered terms. The AVPAAR for faculty is an ex-officio member.
At the Media Resources Center we can assist you in accomplishing your goals by providing services in two major areas:

Teaching

We provide technology, tools and resources directly related to classroom activities and assist you in both content development and content delivery. Resources available to you are: equipment check-out and delivery, workshops, computer workstations, video production, CD, DVD and tape duplication, and online education tools (Blackboard, Tegrity, Respondus, StudyMate, Telecourses, Interactive Television Classroom-ITV, Satellite Services and Video Conferencing).

Research

If you are writing a grant proposal, please contact us in advance to assist you in determining which multi-media services might be appropriate to successfully execute your project. We are available to discuss and help you choose among many different possibilities and to provide an accurate estimate for the cost of those services. Your grant proposal may include: video production, equipment rental or distance collaboration tools (Satellite and Video conferencing, Interactive Television Classroom and Blackboard). For more information, please contact Tom Brock at 978-7751 to determine how we can assist you with your research needs.

For further information and assistance:

Visit www.wichita.edu/mrc

Or Call:

Equipment check-out, delivery or rental: 978-3588
Training schedule: 978-7755
CD and DVD Duplication: 978-7755
Slide and Image Scanning: 978-7755
Blackboard (online course management system): 978-7777
Telecourses (credit courses offered on WSU-TV and DVDs): 978-7766
Online education tools: 978-7755 or 978-7730
Video and DVD production: 978-7760
Grant proposal consultation: 978-7751

Please call Mike Wood at 978-7750 to arrange a tour!
At the Media Resources Center we provide technology, tools, resources and training to assist you in accomplishing your goals.

Whether you are organizing an event, preparing a conference presentation, planning a meeting with someone across the ocean or would like to learn new software skills, please consider calling us to assist you. Resources available to you are: equipment check-out and delivery (laptops and projectors), workshops, video and DVD production, CD, DVD and tape duplication, and distance collaboration tools (Blackboard, Interactive Television Classroom-ITV, Satellite Services and Video Conferencing).

For further information and assistance:

Visit www.wichita.edu/mrc
Or call:

Equipment check-out, delivery or rental: 978-3588
Workshop schedule: 978-7755
Distance collaboration tools: 978-7755 or 978-7730
Video and DVD production: 978-7760
CD and DVD duplication: 978-7755
Tape duplication: 978-7760

Please call Mike Wood at 978-7750 to arrange a tour!
University Computing & Telecommunications Services

JABARA HALL

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<thead>
<tr>
<th></th>
<th>Room</th>
<th>Telephone</th>
<th>Fax</th>
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</thead>
<tbody>
<tr>
<td>University Computing</td>
<td>233</td>
<td>(316) 978-3630</td>
<td>(316) 978-3894</td>
</tr>
<tr>
<td>Telecommunications Services</td>
<td>026</td>
<td>(316) 978-3535</td>
<td>(316) 978-3770</td>
</tr>
</tbody>
</table>

Description of Services:

The primary mission of University Computing & Telecommunications Services is to serve students, faculty, and staff of the university by providing contemporary computing and telecommunications facilities in support of administrative information systems, instructional support, research, and the community service mission of Wichita State University. Examples of support services available include the following: campus networking, student computer labs, Internet access, Internet2 access, e-mail accounts, statistical packages, software training, desktop software, desktop hardware, administrative systems support, WEB development, telephone services, fax services, voice mail, cellular phones, digital pagers, and specific technology consultant services.

Management Directory:

Gary Ott
Executive Director
Phone 978-3630
gary.ott@wichita.edu

Jim Rogers
Assoc Dir/Mgr of Admin Comp
Phone 978-3880
jim.rogers@wichita.edu

Jason Holmes
Mgr of Technical Services
Phone 978-3503
jason.holmes@wichita.edu

Steve Dickerson
Asst Dir/Mgr of Academic Computing
Phone 978-3906
steve.dickerson@wichita.edu

John Rankin
Director of Telecom
Phone 978-5069
john.rankin@wichita.edu

Keith Neufeld
Manager Data Operations & Network Services
Phone 978-5069
keith.neufeld@wichita.edu

Administration & Planning
Administrative Computing
Technical Services
Desktop Services/Support
Telecommunications
Networking
Mission:
To provide large scale computing services for faculty, staff, and student research at Wichita State University.

Come to us when you have a problem too big to solve on your computer. We are here to help you solve your problems.

Equipment:
- SGI 32 processor Altix 3700 (Itanium2)
- One 30 processor 2.66 GHz Xeon cluster
- One 92 processor 3.6 GHz Xeon cluster
- One 60 processor 3.6 GHz Xeon cluster
- Grant Proposal Pending

Software:
- Compilers: Fortran, C/C++, Java
- Finite element analysis: LS-DYNA, PATRAN, ABAQUS
- Quantum chemistry: Gaussian 03
- Computational fluid dynamics (CFD): Fluent, Cobalt

Services:
- Training/consulting from full-time sysadmin
- Classes: Unix, Fortran, Parallel Programming

Sample Research:
- Magnetohydrodynamics
- Quantum Neural Networks
- Interior Aircraft Acoustics
- Impact, Damage & Stress Analysis
- Astrophysics
- KC-135 Fuselage Damage Tolerance
- Composite Joints
- Machining Process Analysis
- Adhesive Behavior in Aircraft Applications
- Transition to Turbulent Flows in Rectangular Enclosures at High Ra
- Microfluidics in Complex Geometries

Contact:
- http://www.hipecc.wichita.edu
- Email: John.Matrow@wichita.edu
- Phone: (316) 978-5306
- Office: 011 Jabara Hall

Users:
130 faculty and students in 9 departments and centers
U-Train @ UCATS - Your On-Line Training Option

University Computing and Telecommunications Services

University Computing is offering new Courses through our UTRAIN@UCATS. Please choose courses listed below and contact Marguerite Schmidt @3901 to register.

Internet & Computing Core Certification (IC³)

- Prescriptive Training - begins with a skills assessment, and then assigns lessons only in the area in which the learner shows a need for improvement
- Computing Fundamentals – covers basic elements dealing with computer hardware, software, and operating systems
- Living Online – covers various elements related to Web browsers, the Internet, electronic mail, and networking fundamentals
- Key Applications – covers general word processing and spreadsheet tasks, as well as common application functions such as formatting, editing, managing and printing files, and using help

Microsoft Applications Training & Testing

- Prescriptive Training (Option) - begins with a skills assessment, and then assigns lessons only in the area in which the learner shows a need for improvement

Operating Systems & Internet Training & Testing

- Microsoft Windows 98, 2000, XP and Vista – covers general operating system functions and tasks
- Internet – covers utilizing the Internet

Register by emailing: marguerite.schmidt@wichita.edu

For more information: 978.3901
Greeting new members of the WSU Community.

The Office of Disability Services and Disability Support Services wishes to invite all new faculty and GTA’s to go through the following tutorial **Accommodating Students with Disabilities**. This tutorial is a self paced tutorial and will educate you on the issues faced by students with disabilities and the proper methods in working with students with disabilities while at WSU.

Paste the url below into your web browser and it will take you to the page below.
http://dss.wichita.edu/asd/

**Welcome to Accommodating Students with Disabilities!**
This online course covers fundamentals of:

- Disability law
- The accommodation process
- Working with students who have disabilities

These materials have been developed in collaboration with Disability Service Offices throughout the country.

**First time here?**
**Sign up now!**

Since this is your first time to the site you will need to click the Sign up now link. It will ask you to establish a user name and password. It will also ask you for some other general information. **The key is wushock**

Once you have a user name and password you may enter and leave the site as often as you wish. This will allow you to work on and complete the training during your free time. Make sure you complete the evaluation section of the training when you have finished.

If you have any questions or concerns as you go through this process please contact me by phone at 6790 or by email at grady.landrum@wichita.edu. I hope you find this training beneficial and our office look forward to working with you during your tenure here at WSU

Sincerely,

Grady Landrum  
Director, Disability Services

Martha Lewis  
Director, Disability Support services
OFFICE OF DISABILITY SERVICES
Grace Wilkie Annex room 150
978-3309

DIRECTOR: GRADY LANDRUM 6970

INTERPRETER / SERVICES COOR.: KATHY STEWART 6972
TESTING / ESCORTING / STUDENT WORKERS: MAKENZI JONES 6969
SENIOR ADMIN. ASSIST. CHRISTNA GREGORY 3067

ALL FACULTY ARE ENCOURAGED TO INCLUDE THE FOLLOWING IN THEIR COURSE SYLLABUS:

If you have a physical, psychiatric/emotional, or learning disability that may impact on your ability to carry out assigned course work, I encourage you to contact the Office of Disability Services (DS). The office is located in Grace Wilkie Annex, room 150, 978-3309 (voice/tty). DS will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.
DISABILITY SERVICES
TESTING RESPONSIBILITIES

Disability Services will provide within the ADA and 504 Guidelines:

1. Reader and/or writer who adheres to DS test proctoring policies and procedures, and to the WSU Student Academic Integrity Policy Statement.
2. Sign language interpreter
3. Typist
4. Enlarged, brailled, or recorded test
5. Auxiliary aids and/or assistive technology
6. Extended time – a maximum of double the time allowed for the class (exceptions will only be made on a case-by-case basis).
7. Academic aids that are permitted by the instructor on the Test Authorization Form.
8. Private or group testing room without distracting noise or interruptions, and is environmentally accommodating according to the student’s documented disability.

Instructor:

1. Meet with the student before testing begins to cooperatively complete the Instructor’s Section of the Disability Services’ Test Authorization form.
2. Keep a copy of the Test Authorization and send a copy with the test to DS.
3. Contact the Disability Services’ test coordinator if there are questions or concerns about the Test Authorization or the student’s need for testing accommodations.
4. Be aware of the student’s need to inform Disability Services three (3) business days prior to all quizzes and exams.
5. Enclose with each exam a Test Authorization Form with instructions or procedures for the student to follow during the exam.
6. Call DS test coordinator with permission for student to reschedule a missed exam.
7. Send exam through email, university Drop Box, Fax, or deliver exams and quizzes one business day before the exam and quiz dates to Disability Services.
Student:

1. Complete an intake with the Disability Services director before each semester of to obtain DS service forms.

2. Schedule an appointment with instructor before tests begin to cooperatively complete the Disability Services’ Test Authorization form.

3. Openly communicate with instructor your test accommodation needs and what instructor will permit during exam.

4. Inform the instructor of your other class schedules when completing the Test Authorization so instructor can determine when you will take his/her class exams at DS.

5. Schedule a brief meeting with the Test Coordinator to discuss the Test Authorization.

6. Notify instructor and DS test coordinator three (3) business days before each exam that you will be taking the exam at Disability Services.

7. Contact instructor within 24 hours of a missed exam for permission to reschedule exam at Disability Services.

TEST GUIDELINES

- Test Authorizations must accompany each test before testing services will commence. Talk with instructor about taking exams on a day other than when the class is taking the test before you turn in your test request form.

- Arrive at Disability Services 10 minutes before your exam is scheduled to begin. If student arrives late for exam, student will only be given the allotted extended time as indicated on the exam.

- Book bags, cell phones, coats, purses, or any unauthorized academic aid will not be allowed in test room.

- Test proctors will not explain, clarify or express opinions concerning materials on the test.

- Exam will be discontinued if student becomes ill, engages in inappropriate behavior, or is found to be cheating and using any unauthorized material. All students must adhere to the WSU Student Academic Integrity Policy of the Kansas Board of Regents.

- Student is responsible for contacting the instructor for permission to reschedule if the student will not be taking or misses a scheduled exam. The instructor must contact DS test coordinator to authorize the student to reschedule an exam. Test coordinator will only reschedule each missed exam one time.

- Student must contact Test Coordinator 24 hours prior to a scheduled exam if the student decides to take the exam in class, will miss the exam, or if an exam has been cancelled or rescheduled.

- Two consecutive “no-shows” for a scheduled exam at DS will result in a temporary termination of testing services.
The TRIO Disability Support Services Program (DSS) is here to serve YOU! The DSS Staff serves 115 undergraduate students who have learning, physical, and psychological disabilities. DSS offers the following academic student support services:

**Academic advising** - academic advising enhances academic success and persistence. DSS provides program students with regular and ongoing opportunities to meet face-to-face with a knowledgeable advisor who really cares about the student’s educational goals. DSS also monitors the student’s academic progress to see if other academic services are needed.

**Individualized tutoring** - The program students receive free tutoring in classes (up to the three hundred level) in most of the main General Education courses. Also, DSS advises program students to take advantage of peer tutoring in the Supplemental Instruction program here at WSU. If you need this service contact the DSS Tutor Coordinator, Billie Melugin.

**Career Choice Advising** - DSS staff discusses with program students their career goals and career options. DSS advises them on the various degrees that they can pursue to gain employment. Finally, DSS refers them to the Office of Career Services to meet with a Career Specialist advisor to assist them with resume writing, interest inventories, career fairs, and other career service related activities.

**Study skills instruction** - DSS program students can request a one-on-one study skills instruction session from the DSS Study Skills Coordinator Phil Bowers. Also, DSS provides various study skills workshops throughout the academic year. Students in the DSS program are required to attend at least two workshops per semester.

**Financial Assistance** - DSS has funds from the Department of Education (DSS Grant Aid Award) for those program students who qualify and receive a Pell Grant. For program students who do not receive a Pell Grant, DSS offers funds from the Student Government Association (EOF Financial Assistance Award). Awards are based on student progress and jeopardy of stepping out of school due to financial constraints.

**Computer and technology lab use** - DSS provides program students with a computer lab (166 Grace Wilkie Annex) that contains computers/ printers that have adaptive equipment and software that will enable program students with disabilities to operate them. DSS encourages program students to take advantage of this service. Remember to log in and out whenever you visit the lab.

**Scholarship and financial aid advice** - DSS assists program students in scholarship searches and helps them fill out the Free Application For Federal Student Aid (FAFSA). Also, DSS refers program students to the WSU Office of Financial Aid for additional financial aid advice (student loans and grants).
Campus and community involvement opportunities - DSS encourages program students to participate in campus activities (i.e. be involved in the DSS Student Organization, attend student government sponsored activities, Spring Fling, fine arts and sports events). Also, DSS recommends program students to become involved in community activities (i.e. Special Olympics, rallies, etc.).

Degree planning and course selection assistance - DSS staff advises program students on the core courses of the General Education Requirements. Also, DSS helps program students complete a semester-by-semester degree plan.

Textbook loan - DSS has textbooks available to check out on a semester-by-semester basis. The textbooks that DSS has on loan are from the main GEP courses (Algebra, Biology, English, History, Psychology, Spanish, etc.). If you are in need of this service contact the DSS Study Skills Coordinator, Phil Bowers.

Study/Life skills video loan - DSS has its own study/life skills video library that consists of videotapes of all DSS workshops and other disability related topics. Each semester, (fall and spring) all DSS program students are required to check out a video to view, either in the office or at home. If you are in need of this service contact the DSS Study Skills Coordinator, Phil Bowers.

Computer and calculator loan - DSS has desktop computers (PC and Mac) and scientific calculators for program students to check out on a semester-by-semester loan basis use at home. Also, DSS has laptops (PC and Mac) for program students to check out on a Week-by-week basis, to use at home or on campus. If you are in need of this service contact the DSS Database Manager.

Graduate school selection and information - DSS assists program students in locating a graduate school that offers a post baccalaureate degree in their desired field. Also, DSS assists program students in filling out applications and in preparing to take entrance exams.

For more information, contact:

TRIO Disability Support Services
Wichita State University

1845 Fairmount Street
Wichita, Kansas 67260-0145

DSS Academic Advisor/Study Skills Coordinator, Phil Bowers
Phone: (316) 978-5934
E-mail: phil.bowers@wichita.edu

DSS Academic Advisor/Tutor Coordinator, Billie Melugin
Phone: (316) 978-5956
E-mail: billie.melugin@wichita.edu

DSS Database Manager
Phone: (316) 978-5933
Program Outcomes

- 97% of all students participating in the program agree that they gain practical knowledge about their chosen field of academic studies.
- 96% of all participating students agree that their oral communication skills improve as a result of the work experience.
- 98% of all participating students agree that they acquire new knowledge from their job responsibilities.
- 98% of all participating students agree that they develop problem-solving skills during their employment.
- 95% of all participating students agree the Co-op/Internship program prepares them to enter the job market.

Student Placements
(1423 Total Co-op and Internship Placements)

Co-op Special Events

- Fall Kegger
- Non-Profit Chamber Breakfast
- Expoventure
- Internship Workshop
- Etiquette Seminars
- Annual Employer/Faculty Appreciation Luncheon
- Employer Advisory Board Meeting
- Frank W. Barton Business Week Participants with a Fashion Show and Co-op Panel
Employer Evaluations
of Student Performance
Average response based on the scale:
5 = Excellent, 4 = Outstanding,
3 = Very Good, 2 = Satisfactory, 1 = Needs Improvement
Interpersonal Skills ............... 4.5
Communication Skills ............... 4.4
Work Culture ....................... 4.4
Organization/Planning .............. 4.4
Technology ......................... 4.4
Work Habits ......................... 4.6

Post Graduation Survey
685 Co-op and Internship Students graduated from Wichita State University during the 2007-2008 school year. These graduates were sent a survey. A total of 186 graduates responded. (27.15% response rate.) Highlights from this year's data are listed below:
• 91% are currently employed
• 69% are working within their major
• 79% are working in Wichita

Co-op Students’ GPA

Office of Cooperative Education & Work-Based Learning
223 Grace Wilkie Hall • (316) 978-3688 • wichita.edu/coop • Wichita State University • 1845 Fairmount • Wichita KS 67206
Wichita State University provides many unique career-developing opportunities. The office of Cooperative Education & Work-based Learning offers three (3) powerful programs that prepare students for their future: Cooperative Education, Internships, and Career Network Experience. Deciding on a career is not an easy task. Discovering the features offered by each of the three programs is an important first step. Becoming involved in one or all of these programs will help students prepare for life after graduation. Visit us online at www.wichita.edu/coop

Program Definitions

Cooperative Education
Cooperative Education is an academic program that allows students to connect academic knowledge with the business and professional world. Co-op expands learning experiences through paid employment in a supervised, educational work setting related to the student’s major field of study or career focus. A Cooperative Education position is multi-semester with in-state and out-of-state opportunities. Enrollment is required and credit may be awarded.

Internships
Internships are paid and unpaid positions related to a student's major or career focus. A variety of paid and unpaid internships are available to students wishing to gain experience. Students may choose an in-state or out-of-state position. Internships can be held for a semester or summer. The length of time commitment is pre-defined by the employer. Enrollment is required and credit may be awarded.

Career Network Experience
Career Network Experience is a mentoring program that pairs a student with a community professional, often times a graduate of WSU, working in the student's chosen career. From this experience, students have a chance to learn from an expert and gain insight into a career through the eyes of a professional. Enrollment is required and credit may be awarded.
Cooperative Education & Internship Experiences
Where Futures Start and Careers Begin

Program Qualifications

<table>
<thead>
<tr>
<th>Program Qualifications</th>
<th>Cooperative Education &amp; Internships</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Frank Barton School of Business</td>
<td>2.25 GPA and 24 cumulative hours</td>
</tr>
<tr>
<td>Education</td>
<td>2.5 GPA and 12 cumulative hours</td>
</tr>
<tr>
<td>Engineering</td>
<td>2.75 GPA and 24 cumulative hours</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>2.5 GPA and 24 cumulative hours</td>
</tr>
<tr>
<td>Health Professions</td>
<td>2.5 GPA and 24 cumulative hours</td>
</tr>
<tr>
<td>Liberal Arts and Sciences</td>
<td>2.0 GPA and 24 cumulative hours</td>
</tr>
</tbody>
</table>

Program Qualifications

<table>
<thead>
<tr>
<th>Program Qualifications</th>
<th>Career Network Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Majors</td>
<td>2.0 GPA and 12 cumulative hours</td>
</tr>
</tbody>
</table>

Contact Information

Wichita State University's Cooperative Education & Work-Based Learning staff invites you to contact our office for more information. Please direct your questions and inquiries to the following individuals:

**Director**
Connie Dietz
978-6988
connie.dietz@wichita.edu

**Office Manager**
Darcie Loggins
978-6131
darcie.loggins@wichita.edu

**College of Education Coordinator**
Cathy Ellsworth
978-6987
cathy.ellsworth@wichita.edu

**W. Frank Barton School of Business & College of Health Professions Coordinator**
Connie Dietz
978-6983
coopbusiness@wichita.edu

**College of Engineering Coordinator**
Kyle Carr
978-6984
kyle.carr@wichita.edu

**College of Liberal Arts & Sciences Coordinators**
Sara Muzzy
978-6986
sara.muzzy@wichita.edu
Jennifer Brantley
978-6144
jennifer.brantley@wichita.edu

**College of Fine Arts Coordinator**
Sara Muzzy
978-6986
sara.muzzy@wichita.edu
The Office of International Education at Wichita State University works with international undergraduate and Intensive English students from the time they first express an interest in attending Wichita State University through the time they graduate. The office also works with domestic students interested in study abroad, institutional agreements with other universities, international alumni, and faculty/staff initiatives in international education. All activities except the Intensive English Language Center operate out of the James Sutherland Garvey International Center on the southeast corner of 17th and Hillside.

**Admissions, International Programs, and Administration**

* processes admissions for both Intensive English and undergraduate academic students
* works with academic students regarding transfer credit from overseas institutions
* provides students with the required paperwork for the English Exit Exam
* disseminates information about WSU and recruits international students
* coordinates arrival services for new international students
* provides immigration advising and assistance
* maintains federally mandated immigration records and reports regularly to immigration departments within the Department of Homeland Security
* coordinates activities for international students
* provides general advising for all international students with appropriate referrals
* works with international alumni groups
* supports faculty and staff in promoting international education
* maintains TOEFL records

**Intensive English Language Center** (1741 N. Hillside, southwest corner of 17th and Hillside)

* teaches English to non-native speakers of English
* handles the enrollment process for all Intensive English and part-time Intensive English/part-time academic students
* provides English proficiency testing for newly arrived international students who do not have a high enough TOEFL score
* administers the Speak Test for graduate students
Interim Executive Director

Armin Gerhard

Admissions

Pamela Kocaturk
Donna Martinson
Joan Peterson

Admissions Supervisor

Vince Altum

Arrival services and housing coordination

Pui Ming Lai

Advising - IELC students

Sally Jones

Curriculum - IELC

Sally Jones

English Exit Examination (permission forms)

Pamela Kocaturk

Immigration counseling - IELC students

Theresa Turenne

Immigration advising and documents

Julie Harris

(Academic students)

Heather Grohe

Immigration documents - IELC students

Theresa Turenne

Initial response information for prospective students

Gina Rosas

Mailing Admissions letters (Post-Admissions)

Vacant

Orientation - Academic students

Advising Staff

Pre-Admissions (document processing)

Terri Reed

Recruitment of international students (Marketing)

Vince Altum

Registration - IELC students

Gina Rosas

Residency questions - IELC students

Sue Werle

TOEFL records

Ebony Freeman

TOEFL and WSU proficiency test questions

Sally Jones

Transfer credit evaluations

Pamela Kocaturk

Speak Test administration (Test of Spoken English for GTA’s)

Sally Jones

Speak Test registration and scores

Ebony Freeman

Study Abroad

Vacant

Tuberculosis Testing (IELC students)

Theresa Turenne

Revised 5/27/2009
Global Learning and preparing graduates for the 21st century
http://gl.wichita.edu/ Twitter: global_learning

What is Global Learning?

Global Learning is about facilitating the development of intercultural communication competence through experiential learning using the Internet. It combines Global Reach, through modern communication technologies, with Global Perspectives, achieved via interaction between learners living in different countries, to prepare graduates for the 21st century. It goes hand-in-hand with study abroad, exchange and other activities.

What is different about the 21st century?

The 21st century is characterized by ever increasing interconnectedness, interdependence and diversity. Global interconnectedness is made possible by an increasingly pervasive and complex technological infrastructure. Global warming, the spread of swine flu virus and the impact of fluctuations in the world financial markets are all examples of an inescapable level of interdependence. Diversity is much more dynamic and hybridized than many people realize, so traditional approaches to understanding people from other countries or backgrounds are no longer enough. New approaches and tools are needed. One such tool is the Third Place Learning environment.

What is Third Place Learning?

The recently released book, Third Place Learning, presents a philosophical and theoretical framework plus practical examples for the design of global learning environments. Inspired by Homi K. Bhabha’s book—The Location of Culture—it builds on the work of Bakhtin, Chen, Dewey, Freire, Kim, Lakoff, Langer, Marx, Mezirow, Mindell, Nagata, Taylor, Simmel, Ting-Toomey, Voloshinov, Vygotsky, Wong and others to bring together metaphors, theories of culture, cultural proficiency, and intercultural communication; critical social, critical multicultural and critical pedagogical theories; philosophies of dialectic thinking and social constructivist learning to articulate a set of catalysts and processes for developing intercultural communication competence.

How do you find out more?

Contact: Glyn Rimmington - Boeing Distinguished Professor of Global Learning
Email glyn.rimmington@wichita.edu
Call 978-6140 or 768 9952
Check: http://thirdplacelearning.com/profile/GlynRimmington/

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WEST CAMPUS MISSION STATEMENT
The Wichita State University West Campus is committed to extending the resources of the University to the greater metropolitan area by enhancing the campus to community relationship. Through the provision of high quality programs and services, the Wichita State University West Campus seeks to be responsive to the changing needs of its constituents.

SERVICES OFFERED:
The WSU West Campus offers all of the classes needed to fulfill Wichita State's general education requirements. Curricula for the Associate of Arts Degree and the Bachelor of General Studies Degree are also offered. An excellent faculty represents the colleges of liberal arts, fine arts, business, education, and health professions at the West Campus. Classes are offered mornings, afternoons, evenings, and week-ends in 16-week, 8-week, and more compressed time frames. In addition, short term computer workshops and graduate level education workshops and classes are available at the WSU West Campus.

The friendly West Campus staff offers services including undergraduate admission, advising, registration and enrollment, financial aid, payment of tuition and fees, Shocker ID cards, and parking decals. A full service WSU bookstore on site serves faculty and students. Lighted nearby parking and WSU police security is provided.

STAFF CONTACTS:
Celia Goering, Director, Satellite Campuses
Phone extension: 6777 or 8315
E-mail address: Celia.Goering@Wichita.edu

To a degree, all staff members are generalists, particularly as relates to enrollment. However, more specific areas of responsibility are so indicated.

Augustine Iacopelli, Assistant Director, West Campus
Responsibilities include: marketing, tuition and fees, budget, technology.
Phone extension: 6777 or 8312
E-mail: Augustine.Iacopelli@Wichita.edu

Jasmine Allen
Responsibilities include: physical plant, purchasing, enrollment, technology assistance.
Phone extension: 6777 or 8310
E-mail: Jasmine.Allen@Wichita.edu

Krysti Carlson
Responsibilities include: academic affairs, enrollment, room scheduling, supervision of student assistants.
Phone extension: 6777 or 8313
E-mail: Krysti Carlson

In addition, the West Campus staff includes four student assistants and a WSU police officer. The facility offers 16 technology-enhanced classrooms, a computer lab, faculty offices, a faculty lounge/workroom, a student services office, student lounge and study area, bookstore, library access, and staff offices. A lighted parking area accommodates up to 750 vehicles. Faculty parking is located adjacent to the west side of the building and WSU decals are required for parking at the WSU West Campus.
South Campus Mission Statement
Wichita State University satellite campuses are committed to providing comprehensive educational opportunities in the satellite facilities of the Wichita MSA. The satellite campuses support the opportunities available on the main campus and serve as a conduit to the main campus experience.

Vision
To serve the university as a conduit to the main campus for targeted populations, a testing ground for new instructional delivery methodology and a trusted partner with the communities and unified school districts we serve.

Services Offered
The new WSU South Campus in Derby opened its doors in January 2008 to bring higher education to the residents in the southern Sedgwick County area. Students include high school guest students, traditional age students, working adults, and retirees. The curriculum includes general education courses, and special programs including the Accelerated Nursing Program, the teacher-training PET program, the senior classes in Social Work, and other specialized courses. Consideration is being given to other programs designed to meet the needs of our constituency. Most classes meet during late afternoon and evening hours; some, including non-credit classes, are scheduled during the day or on weekends.

The facility features a multimedia-capable foyer area with six computer stations and student study areas, six classrooms with cutting edge multimedia technology podiums, and a 30-station computer lab with the latest computer technology. One classroom has additional High-Definition Interactive Distance Learning capability that allows broadcasting and receiving presentations to and from remote sites. Also, the South Campus is networked to the other WSU campuses and wireless internet access is available throughout the facility.

The South Campus staff is committed to assist students and faculty in every way to provide a high quality learning and teaching experience. Faculty offices, a faculty lounge, a conference room, and a student services office are attractive features of the building. A book drop is available for WSU library book returns, and the WSU bookstore will ship items ordered online to the South Campus for pickup normally within 24 hours. A large lighted parking lot is immediately adjacent to the building, which is handicap accessible. Security is provided by the WSU police department. Shopping, restaurants, and Highway K15 are nearby.

Staff Contact
Susan Norton, Director of Satellite Campuses and Director of Work Force Development
Phone extension: 8017 (South Campus) or 8315 (West Campus)
E-mail: susan.norton@wichita.edu

Michael Yeung, Assistant Director, South Campus
Phone extension: 8008
Email: Michael.yeung@wichita.edu

Brenda Walton, Senior Administrative Assistant
Phone extension: 8004
Email: brenda.walton@wichita.edu

South Campus main office extension: 8000
South Campus FAX number: (316) 978-8001
South Campus Mail Stop: Box 206
Web address: www.wichita.edu/south
Biology Field Station

The Biology Field Station (Ninnescah Field Station) is located approximately 35 miles southwest of the Wichita State University campus and consists of about 330 acres of native prairie, restored prairie, wetlands, and riparian woodland along a mile of the Ninnescah River. As a result of BioBlitz and ongoing research, a total of 520 species are recorded for Ninnescah Field Station including 286 vascular plants, 166 birds, 33 mammals, 16 fish, 12 snakes, and 7 amphibians.

This unique habitat offers opportunities for studying grassland restoration, river ecology, and general wildlife biology. Current studies include prairie restoration and recovery from overgrazing, plant-insect interactions, the ecology of aquatic invertebrates, fitness maximization of birds in the non-breeding season, monitoring riparian and prairie bird nesting communities, stopover ecology of long distance Neotropical avian migrants, incidence of West Nile virus in birds on the station, and monitoring of fish, amphibian, and reptile population dynamics.

The site was acquired in 1983 by the Endowment Association of Wichita State University and is located largely in the southeast quarter of section 7 and southwest quarter of section 8 of Viola Township 29 South, Range 3 West of the Sixth Principal Meridian. The site contains 66 acres of native mixed grass prairie and more than 200 acres of restored tall and mixed grass species, riparian and road border woodlands, wetlands, and stream tributary sites. The entire area is fenced except along the river and divided into 33 ten-acre plots marked by steel poles. The geology, depth of ground water, and archeological sequence of the site have been determined. Three wells on the site have been cased. Burning, mowing, and haying are the major management practices on the prairie segments. The headquarters segment in the northeast corner of the site contains a 14 by 17 foot mobile structure used by the resident manager, a 14 by 60 foot mobile structure used as lecture, laboratory, small office and library and a Butler-style building that houses maintenance and larger field equipment. Several researchers and their students within the department make use of this facility and plans are being formed to construct a permanent classroom-laboratory building in the east quarter section.

Contact the station director, Dr. Don Distler for more information: (620) 584-6626 or (316) 978-3113.
Study Abroad

Wichita State offers several programs that allow students to study abroad for a semester or an academic year. The credits earned abroad count towards graduation at WSU. The Study Abroad Department would like to extend its support to WSU classrooms. We would like to present our study abroad and exchange opportunities available at WSU.

Students can study in all parts of the world regardless of major. Study Abroad Coordinators can also suggest major-specific programs in certain countries.

We would like any feedback to help us organize and execute this request into the classroom. Helpful information would include, interest in our classroom presentation, length of time we would have to conduct the presentation, and known programs/sites of interest.

Opportunities include:

**Faculty-led programs**
These programs are directly tied to WSU and are led by members of the University's faculty. A few of the programs include opportunities to study Spanish in Mexico, Anthropology in Belize, and Fine Arts in Europe.

**International Student Exchange Program (ISEP)**
As the largest student exchange program in the world, ISEP allows students to choose from over 100 international sites where they can live and study for a summer, a semester, or a year. ISEP sites range from Spain and Denmark to Korea and Italy. In fact, there are so many great destinations, it can be hard to pick just one—luckily you don't have to. Thanks to the program's unique flexibility, you can spend one semester in one location and the next semester in another.

**WSU Exchange Programs**
This is your basic foreign exchange program. Wichita State agrees to admit one foreign exchange student from a selected university for every one of our students they accept. Currently, WSU has agreements with universities in France, Japan, Australia, Germany, Austria, China, Mexico, Peru, New Zealand, Sweden and England.

**Independent Programs**
While these programs are not directly associated with WSU, they are also excellent ways to study in another country and earn credit toward your degree. We can help you choose a program that's right for you and guide you through the application process.
WSU in Puebla

The WSU Summer Program in Puebla provides an excellent opportunity for students, teachers and other interested individuals to study the Spanish language, to gain the invaluable experience of living in another country and to earn college credit toward a degree or teacher certification. Students in the program spend six weeks in Puebla -- either in the Hotel Colonial, or in a private home with a Mexican family, or both. During their stay they attend daily conversation, reading, pronunciation or grammar classes taught by Wichita State faculty and local Mexican conversation directors and professors. There are also ample opportunities for students to visit nearby points of interest, including México City in the interior and Veracruz on the coast. Now in its thirty-ninth year, this well-organized and well-established program allows people of all ages to enjoy a unique and rewarding educational experience.

Exchange Program with the University of Orleans

Wichita State University has a special exchange program with Wichita’s French sister city, Orleans. Orleans also offers a four week summer program in which students may earn up to 6 hours of credit transferable to WSU.

Summer Program in Strasbourg, France

Students of French can improve their fluency and broaden their understanding of French culture in the five-week summer program in Strasbourg, France. Students with a minimum of one year of University French or the equivalent are eligible to participate. Students live in university housing and attend intermediate through graduate level courses in French language, culture and literature. Up to 6 hours of credit may be transferred to WSU.

Wichita State University
Department of Anthropology

Archaeology and Ethnography in Belize

"Archaeology and Ethnography in Belize" (Anthropology 597T) is offered in the Spring semester; it includes a field-trip component in Belize over Spring Break. The class consists of 7 days in the field and two travel days. Students will be introduced to the cultures of the Mayan Indians, the Garifuna (Black Caribs) and the Creoles. We will also visit and explore several unexcavated and partially-excavated Maya archaeological sites. Since we are traveling in remote areas, our schedule and the places we visit may vary. During the final two days in a beachfront Creole community on Placencia Peninsula, swimming and snorkeling will be possible.
For more information on ‘Unique Classes and Travel,’ go to the Anthropology website
http://webs.wichita.edu/?u=anthro
Wichita State University
Office of Environmental Health & Safety
101 Printing Services Building, Campus Box 63, FAX: 316.978.3520

Director: Glendon R. Miller, Ph.D., CHMM, RSO
Phone: 316.978.3347; glendon.miller@wichita.edu

Environmental Scientist: Fredrick Plummer, B.S., CHMM
316.978.5424; fredrick.plummer@wichita.edu

Environmental Scientist: Gil Perez, B.S., CHMM
316.978.5797; gil.perez@wichita.edu

EMERGENCY PHONE NUMBER: Campus Police @ 911

Administrative Activities: The Office of Environmental Health & Safety is responsible for ensuring that all operations of Wichita State University are in compliance with all applicable federal, state, and local laws and regulations governing protection of human health and safety and protection of the environment. This includes the following areas:


Waste Minimization Program
Recycling Program: Orphan Chemicals, Precious Metals Recovery

Records and Reports: Kansas Department of Health & Environment (KDHE) Safety Inspections and Corrective Actions, Kansas State Fire Marshall Safety Inspections and Corrective Actions, Waste Monitoring Reports; KDHE; Environmental Protection Agency (EPA).


Chemical Hygiene Plan: 29 CFR 1910.1450

WSU Safety Committee: Dr. Miller is Chair of the WSU Safety Committee

Response to Faculty, Staff, Student, and Public Safety Concerns

Indoor Air Quality: Sick Building Syndrome/Building Related Illness/Environmental Illness/Chemical Sensitivity Investigations and Corrective Actions

Contingency Plan

Community Right-To-Know Compliance: 40 CFR 370


Education & Training: The EH&S Office provides education and training for academic and non-academic university personnel. Training may be scheduled at any time by request. Some training is mandated by the Occupational Safety and Health Administration (OSHA) and the Kansas Department of Human Resources (KDHR). All training provided by EH&S complies with OSHA and KDHR requirements.


On lab safety #1: EH&S Orientation Handout
FIRE & LIFE SAFETY

FIRE & SAFETY INFORMATION

FIRE PREVENTION
The majority of the fires that occur in the United States each year could have been prevented. Taking time to become more knowledgeable about Fire Prevention can save lives and millions of dollars.

ELECTRICAL ABUSE
Electrical “octopuses” and multi-plugs can overheat receptacles and cords, which can cause fires. Octopuses and extension cords are prohibited on campus. One exception is the use of a multi-strip with a circuit breaker that will enable the power to be shut-off if the circuit is overloaded. Inspect cords on appliances and equipment. Any cords, which are damaged or frayed, should not be used, but replaced by a qualified electrician.

DECORATIONS
Some decorations ignite easily and allow fire to spread quickly. Holiday decorations and material attached to ceilings and walls are examples of potentially dangerous decorations. University Policy requires any and all decorations to be flame retardant.

SPACE HEATERS
Space heaters are prohibited for use at work unless approval has been obtained in writing from the Fire & Safety Office. Waivers are usually given for medical conditions only and then only certain types of space heaters are allowed.

HAZARDOUS STORAGE
Hazardous waste must be labeled with the words “Hazardous Waste” and the chemical contents must be listed. Containers must be in good condition and kept closed.

SMOKING
The University has a “No Smoking” policy in all buildings. When extinguishing a cigarette outside, please use the ashtrays provided at building entrances and ensure your cigarette is all the out. We have responded to grass, flowerbed and trashcan fires because cigarettes were not properly extinguished.

Emergency Lights- Should come on in corridors and auditoriums when a power failure occurs.

COOKING
Cook only in approved areas or Kitchens. DO NOT LEAVE while appliances are on. Clean up grease and appliances as soon as possible.

BEFORE A FIRE OCCURS:
Familiarize yourself with two exit routes from your area. Locate fire alarm pull stations. Locate the nearest fire extinguisher and familiarize yourself with their use.

WAYS YOU CAN HELP
Don’t wait for Fire & Safety to do an inspection and inform you that you are violating a fire code. If we all pull together we can make WSU a safer place.

1. Do not overload your office with excessive combustible materials. (Your office is no a storage room).
2. Do not put office equipment that is supposed to be picked up for disposal in the corridors. The Uniform Fire Code states “Corridors are to be free from obstruction.”
3. No objects are to be placed within 10 feet of an EXIT.
4. Stairwell doors are to remain closed and latched. They should never be propped open. REMEMBER this is your way out in the event of a fire. If the door is propped open and a fire occurs the stairwell can become impassable.
5. No objects should ever be placed on stairwell landings or items stored under stairwells.

FIRE & SAFETY PERSONNEL

Fire & Safety Inspector
Mike Hinkle
978-5803
michael.hinkle@wichita.edu

Fire & Safety Inspector
Dennis Moore
dennis.moore@wichita.edu

REPORT DAMAGED

FIRE EQUIPMENT
If you notice any vandalized fire protection equipment or any that needs serviced, please report it immediately.

Fire Extinguishers- Report empty or discharged extinguisher. Do not block access to them.
Fire Alarms- Horns and pull stations must be accessible.
Exit Signs- Exit signs should be visible from all public areas.
Fire Doors- These are doors that are held open by a magnet. They should close completely and automatically
Smoke Detectors- Must not be blocked or covered up.
WHEN A FIRE OCCURS

Knowing how to respond when you find a fire can save lives.

1. **Sound the alarm**: Close all doors behind you and go to the nearest pull station and activate the fire alarm system. Call 911 for the campus police dispatcher when you are in a safe area.

2. **LEAVE THE BUILDING**: Try to rescue others, as you are leaving, only if you can do it safely. Evacuate away from the building 200 feet into the wind. Co-workers should have a designated gathering point so the fire department can be informed of anyone who is missing. **UNDER NO CIRCUMSTANCES RE-ENTER THE BUILDING.**

3. **WAIT FOR THE ALL CLEAR SIGNAL**: WSU Fire & Safety, University Police Officers, or the Wichita Fire Department is authorized to give the ALL CLEAR Signal.

4. **FIRE EXTINGUISHERS**: Knowing how to use the appropriate extinguisher may save your life or your co-workers lives.

**CLASS OF FIRES**

Before you can use a fire extinguisher you have to know the type of fire that you are fighting. Classes of fire are:

A- Ordinary Combustibles such as paper, wood, cloth, rubber and some plastics.

B- Flammable or combustible liquids such as oil, gasoline, propane, grease, paint and paint thinners.

C- Electrical equipment such as appliances and breaker panels.

a. Certain combustible metals such as magnesium, titanium and potassium. They may react violently with water or other chemicals and must be

b. Stand close to the load with your feet apart for balance.

c. Bend your knees and keep your back straight.

d. Keep a good grip and get set.

e. Lift smoothly and use your leg muscles. Do not twist.

f. Never lift a load that is too heavy or bulky. Get help. Remember your back is the only one you have. Reaching high, too far or too quickly can cause strains even if the load is not that heavy.

D- handled with care.

K- Fire in cooking appliances that involve combustible cooking media such as vegetable oil or animal oils and fats.

**HOW TO USE A FIRE EXTINGUISHER**

1. **DO NOT PANIC**

2. Locate the appropriate type of fire extinguisher for the fire.

3. **P**- Pull the pin

**A**- Aim the nozzle at the base of the fire.

**S**- Squeeze the handle while holding extinguisher upright.

**S**- Sweep the nozzle from side to side at base of fire.

**IF YOU FIND A HAZARD OR DEFECT:**

Notify your supervisor or Fire & Safety at 5531 or 5803 immediately when you discover any hazard or defect in any equipment. Do not attempt to repair, service or make adjustments to equipment yourself.

**DO NOT FIGHT A FIRE**

1. When you are in doubt about your safety.

2. When the fire has spread beyond the point where it started.

3. When you cannot fight the fire with your back to an exit.

4. When you do not have the proper firefighting equipment.

**SAFETY INFORMATION**

1. Clean up any spills promptly.

2. Don’t leave desk or filing cabinet drawers open.

3. Hold onto handrails on stairs.

4. Read and know safety precautions before using any equipment or tools.

5. Use the proper equipment for the job.

6. Wear safety equipment when it is required.

7. When plugging or unplugging equipment make sure that it is turned off. Always unplug equipment by pulling the plug and not the cord.

8. Chairs are not meant to be used as ladders.

9. Learn to lift properly:

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Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, sex, age, or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director Office of Affirmative Action Wichita State University 1845 N. Fairmount Wichita, Kansas 67260-0145 (316) 978-3371 Revised 05/09 J:forms/newemployeeorientation
Wichita State University Police Department

Wichita State University provides full-service police protection to the campus community through the University Police Department. University Police are authorized under K.S.A. 76-726. This statute gives the WSU Police Department enforcement rights on University property as well as on the streets adjacent to the campus. This includes the residence halls, fraternities and sororities, properties owned by the WSU Board of Trustees, WSU Foundation, Intercollegiate Athletic Association, the Hughes Metropolitan Complex, and the Westside Center.

The police department is located on the east side of campus, across the parking lot from the Heskett Center and adjacent to the golf course. Four 15 minute parking stalls are located at the rear of the station for those utilizing the police department. Access to the parking is gained through the drive south of the Campus Credit Union.

Officers must maintain at least 40 hours of continuing education classes a year in order to retain their law enforcement certificates. WSU Police Officers complete a 560 hour basic training academy through the Kansas Law Enforcement Training Center located in Hutchinson, Kansas. The Police Department also conducts in-service training to supplement continuing education courses.

WSU Police maintain a close working relationship with the Wichita Police Department and the Sedgwick County Sheriff's Department, along with other municipal, state and federal agencies in the area. The WSU Police Department shares a truncated 800 MHz radio system maintained by Sedgwick County Emergency Communications. With this system, the police department is not only able to monitor the Wichita Police Department's radio traffic for crimes occurring adjacent to campus but to also communicate directly with local area agencies.

University Police Officers provide patrol on campus, residence halls, sororities and fraternities, and the surrounding area in vehicles, bicycle and on foot. Department operations run twenty-four hours a day, seven days a week. Communication specialists dispatch officers to all calls and to investigate reports of criminal activity.

Services

WSU Police Department offers the following services free of charge to students, faculty, staff and visitors:

- **Escorts**: Student cadets provide walking escorts for those who feel uncomfortable walking from building to building or to the parking lots. At other times, commissioned officers will provide this service.

- **Vehicle Unlocks and Jumpstarts**: University Police members may provide assistance with dead batteries (portable jump starters) and assist motorists who are out of gas. Officers will attempt to unlock vehicles at their discretion. Some vehicles are difficult to unlock and damage to your vehicle may occur. You will be asked to sign a damage waiver form.

  Due to Workman’s Compensation restrictions, the police department as a rule will not change flat tires or push vehicles. The police department has an air compressor behind the police building. At no time will officers leave you stranded in the parking lots; every attempt will be made to get you on your way home.

- **Fingerprints**: Fingerprints can be obtained for securities licenses, Canadian Immigration, Public School security checks, and for other reasons. Call for availability; there is a $20.00 charge for this service.

- **Emergency Telephones and 9-1-1**: Crimes and emergencies may be reported using one of the "blue light" emergency telephones that immediately connect the caller to the WSU Police Department. The emergency
telephones are push button activated and are considered priority calls. All campus phones are 9-1-1 capable and will call the WSU police department. We ask that all emergency calls go through the WSU police department to minimize confusion and to direct emergency equipment to the correct location.

Crime Statistics

The Wichita State University Police Department prepares the Annual Security Report. Each year, the police department gathers statistical information required by the Clery Act. The information in turn is provided for publication in the WSU Schedule of Courses and on the University Police Department web page: http://www.wichita.edu/police. Statistical updates on the internet and in publications are available on or before October 01, and are available for the preceding three (3) years.

Statistics are prepared from the police department's record management files of crimes reported directly to the University Police. Additional statistics are gathered from the Wichita Police Department for crimes reported directly to their department regarding the fraternities, sororities, satellite centers, and the public property adjacent to campus. Each person listed as a Campus Security Authority submits reportable offenses to the police department as they occur throughout the year for addition to the report. The Dean of Students and the Director of Human Resources are contacted for non-arrest referrals regarding unlawful use or possession of alcohol, drugs and weapons.


Crimes committed ON CAMPUS include incidents from the Hughes Metropolitan Complex, the Westside and Southside Centers as well as the Residence Halls

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
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</thead>
<tbody>
<tr>
<td>Murder</td>
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<td>10</td>
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<tr>
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<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Hate Crimes</td>
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Arrests for the following crimes committed on campus

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<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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<tr>
<td>Drug Abuse Violations</td>
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<tr>
<td>Weapons Possession</td>
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Crimes committed on PUBLIC PROPERTY on campus streets, sidewalks, and parking lots

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
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<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>2005</td>
<td>2006</td>
<td>2007</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Hate Crimes</td>
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**Arrests for the following crimes committed at the Residence Halls**

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<th>Crime</th>
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<th>2006</th>
<th>2007</th>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
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**Courses committed at NON-CAMPUS locations, including Fraternities and Sororities**

<table>
<thead>
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<th>Crime</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Hate Crimes</td>
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**Arrests for the following crimes committed at Fraternities and Sororities**

<table>
<thead>
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<th>Crime</th>
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<th>2007</th>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
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<tr>
<td>Weapons Possession</td>
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</table>

**Referrals for the following crimes occurring on campus, residence halls, fraternities and sororities**

<table>
<thead>
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<th>Crime</th>
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<th>2006</th>
<th>2007</th>
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</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>40</td>
<td>75</td>
<td>83</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>7</td>
<td>4</td>
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<tr>
<td>Weapons Possession</td>
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<td>2</td>
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