Wichita State University
Policies and Procedures Manual
The Wichita State University Policies and Procedures Manual is to include policies and procedures applicable to the entire University.
The President, Vice Presidents, General Counsel, Faculty Senate, Unclassified Professional Senate, Classified Senate, and Student Government Association are hereby designated as policy initiating authorities. All policies require review and approval by the President prior to implementation and/or inclusion in the manual.
The *Wichita State University Policies and Procedures Manual* governs in those instances where policies or procedures published in other University or college documents differ from those stated in the manual. The *Wichita State University Policies and Procedures Manual* is subject to applicable federal and state laws and regulations and the *Kansas Board of Regents Policy Manual*. 
Prior to submission to the President for review and approval, the initiating authority is encouraged to seek advance review and input from the General Counsel.
Chapter One / University Structure

- Section 1.04  Execution of Contracts
- Section 1.07  Related Organizations
Chapter Two / Academic Policies

- Section 2.14 Cell Phones and Pagers in the Classroom
- Section 2.15 Chair Policy and Procedures
Chapter 3 / General Employment Policies

- Section 3.01  Affirmative Action Program
- Section 3.02  Notice of Nondiscrimination
- Section 3.04  Commitment of Time, Conflict of Interest, Consulting, and Other Employment
- Section 3.06  Prohibiting Sexual Harassment
- Section 3.12  Security and Confidentiality of Student Records and Files
Chapter 3, continued

- Section 3.13 Benefits Applicable to University Employees
- Section 3.17 Political Activity
- Section 3.19 Prohibition of Retaliation
- Section 3.21 Emergency Hires
- Section 3.26 Carrying Concealed Weapons by Employees
- Section 3.29 Search Waivers
Section 3.02 / Notice of Nondiscrimination

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, status as a veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.
Section 3.06
Prohibiting Sexual Harassment
Section 3.19 / Prohibition of Retaliation

Purpose:
The purpose of this University policy is to make a statement with regard to the inappropriateness and unacceptability of retaliatory conduct toward those who have filed a complaint or otherwise exercised their rights and privileges against illegal discrimination.

Preamble:
Employees and students should feel comfortable in coming forward to express concerns and/or to otherwise address prohibited and illegal discrimination.

Policy Statement (Excerpts):
2. In working to achieve and maintain a welcoming and discrimination-free environment, it is necessary and appropriate that employees and students be encouraged to make complaints and concerns about perceived discriminatory behaviors known to University supervisors and officials.
3. Any University employee or student who engages in retaliatory conduct against a University employee or student who has filed a complaint alleging discrimination or otherwise exercised their rights and privileges against illegal discrimination will be subject to disciplinary actions pursuant to established University procedures, up to and including termination of employment or student status.
4. This prohibition against retaliatory conduct applies regardless of the merits of the initial complaint of illegal discrimination.
Section 3.21 / Emergency Hires

Preamble:
It is recognized that there may be limited emergency circumstances where a University position may be temporarily filled without a search. This policy statement is intended to define and describe those limited circumstances.

Policy Statement:
In limited emergency circumstances where illness, death, an unexpected retirement or resignation, a change in enrollment or a change in departmental responsibility or direction creates a need for an immediate replacement or an additional employee, a faculty or an unclassified professional position may be temporarily filled without a search.

Budget officers should submit a justification to their budget review officer and appropriate vice president explaining the need for an emergency hire. If the proposed emergency hire is authorized by the budget review officer and appropriate vice president, the proposal should then be submitted to the Director of Equal Employment Opportunity for review. After review by the Director of Equal Employment Opportunity, the vice president may finalize the emergency hire. The Director of Human Resources and the Director of Equal Employment Opportunity should receive notification of the hire. Any position filled by an emergency hire shall be a contingent or temporary appointment and may be for no more than twelve months. A search process should be initiated as soon as possible.
Section 3.26
Carrying Concealed Weapons by Employees

Purpose:
The purpose of this statement is to set forth University personnel policy with regard to the carrying of a concealed weapon by University faculty and staff.

Preamble:
The Personal and Family Protection Act, which became effective as law in Kansas on July 1, 2006, as amended by the Kansas Legislature in 2007, authorizes employers to restrict and prohibit employees from carrying concealed weapons in certain circumstances. This policy statement is intended to comply with the law in this regard.

Policy Statement:
1. As authorized by the Personal and Family Protection Act, as amended, University faculty and staff are prohibited from carrying a concealed weapon while on the premises of the University or while engaged in the duties of the faculty or staff member's employment with the University.

2. This prohibition is not intended to apply to law enforcement officers.
Section 3.29 / Search Waivers

The purpose of this statement is to set forth University policy on how a hiring decision can appropriately be made without having a search process. The primary focus and purpose of a search process is to employ persons whose qualifications enhance the University's commitment to academic excellence, while providing equal opportunity and taking affirmative steps toward employing a workforce which is representative of the available labor supply. While recognizing that an open and competitive search process is the preferred methodology to recruit faculty and staff, it is recognized that there are situations where a hiring decision can be appropriately made without having a search process.
Chapter 4

Faculty Appointment, Tenure, Promotion, and Resignation
Chapter 4

- Section 4.01 Appointment Notice
- Section 4.03 Faculty Ranks and Titles
- Section 4.07 Standards for Nonreappointment
- Section 4.10 Interpretative Statements on Tenure
- Section 4.13 Tenure Policy
- Section 4.22 Faculty Evaluation
- Section 4.23 Dismissal for Cause
Section 4.10 / Interpretative Statement on Tenure

Acting under the provisions of the Kansas Board of Regents Tenure Policy and Promotions in Academic Rank Policy, the University may award tenure or promotion to faculty members based on demonstrated excellence in scholarship, teaching/librarianship, and community and professional service. The granting of tenure or promotion is at the initiative of the University and is based on sustained achievements demonstrating that the faculty member meets the qualitative standards of the appropriate discipline and the requirements of the University.

Tenure or promotion is not acquired simply by meeting assigned duties with a record free of deficiencies. Tenure or promotion is conferred on the basis of (a) the qualifications of the individual, (b) the objectives and needs of the University's academic programs, and (c) the resources of the University as these are determined by faculty committees and administrator's reviews at departmental, college, and University levels.
Chapter 5

Faculty Benefits and Responsibilities
Chapter 5

- Section 5.01  Kansas Board of Regents Retirement Plan
- Section 5.05  Types of Leave
- Section 5.06  Resolution of Internal Disputes
- Section 5.08  Statements on the Professional Rights and Responsibilities of Faculty
Chapter 6

Policies and Procedures Relating to Unclassified Professional Employees
Chapter 6

• Section 6.01 Personnel Policies and Procedures for Unclassified Professional Employees
• Section 6.04 Appointment Statuses
• Section 6.06 Salary Administration
• Section 6.12 Disciplinary Action and Termination
• Section 6.13 Grievance Procedures
• Section 6.16 Internal Promotion
Section 6.12

Efforts should be directed toward assisting and improving unclassified professional performance rather than toward punitive disciplinary action. When disciplinary action becomes necessary due to misconduct and/or unsatisfactory performance, the budget officer must: 1) orally discuss and document the unacceptable behavior/performance with the unclassified professional, 2) outline the expectations for improved behavior/performance, and 3) specify the length of time by which improvement must be evident. If the unacceptable behavior/performance continues, a second discussion should be conducted and the budget officer shall provide a letter to the unclassified professional which indicates: 1) requirements for improvement, 2) time frame for meeting the requirements, and 3) the consequences of failure to meet these requirements. If the requirements are not met by the established deadline, the consequences outlined in the letter must be initiated. Examples of appropriate disciplinary action may include, but are not limited to: a letter of reprimand, a zero salary increase for the next fiscal year, notice of non-reappointment, and/or a recommendation of termination for just cause. These guidelines address the bulk of situations requiring discipline. However, there are times when major infractions occur which require moving immediately to a suspension or termination. There are also times when a step may be repeated or skipped.
Chapter 7

Policies and Procedures Relating to Classified Staff
Chapter 7

- Section 7.01  Role of Office of Human Resources
- Section 7.06  Promotion and Transfer of an Employee
- Section 7.08  Types of Leave
- Section 7.12  Disciplinary Actions, Counseling, and Guidance
Chapter 8 / Student Policies and Procedures

- Section 8.01 Student Employment Policy
- Section 8.04 Graduate Assistantships
- Section 8.05 Student Code of Conduct
- Section 8.06 First-Year Students Residence Hall Living Requirements
- Section 8.08 International Students Mandatory Health Insurance
Chapter 8, continued

- Section 8.10  Statement of Nondiscrimination in Educational Programs and Activities
- Section 8.11  Sexual Harassment of Students
- Section 8.12  Prohibition of Retaliation
- Section 8.13  Student Travel
- Section 8.14  Meningitis Vaccination for Students Living in University Residence Halls
- Section 8.15  Tuberculosis Evaluation of Students
Chapter 9

Research and Sponsored Programs
Chapter 9

- Section 9.10 Intellectual Property
- Section 9.11 Patent Management
- Section 9.12 Copyright Management
- Section 9.13 Misconduct in Research
- Section 9.14 Commitment of Time, Conflict of Interest, Consulting, and Other Employment
- Section 9.15 Conflict of Interest Reporting Procedures
- Section 9.20 Compliance with Federal Export Regulations
Chapter 10
Environmental Health and Safety

Chapter 11
Facilities
Chapter 11

• Section 11.07 Cereal Malt Beverage and Alcoholic Liquor

• Section 11.12 Use of University Campus by Non-University Groups for First Amendment Activities

• Section 11.13 Use of University Campus by University Groups for First Amendment Purposes

• Section 11.19 Prohibiting Weapons on University Property
Chapter 12 / Budget

Chapter 13 / Financial Operations
Chapter 13

- **Section 13.02** Inappropriate Expenses to Departmental Budget Accounts
- **Section 13.08** Official Hospitality
- **Section 13.12** Disposal of Surplus Property
- **Section 13.13** Safeguarding of State Property
Chapter 14 / Purchasing

- Section 14.01 General Purchasing Policies
- Section 14.08 Ethical Conduct and Vendor Representatives
- Section 14.18 Anti-Kickback
Chapter 15 / Central Services

• Section 15.04 Copyright Regulations Concerning Course Packet Production
Chapter 16 / Physical Plant

Chapter 17 / Rhatigan Student Center
Chapter 17

• Section 17.01 Textbook Policies
• Section 17.05 University Reservations Office
Chapter 18 / University Police Department

- Section 18.02 Emergency Assistance
- Section 18.03 Reserved Parking Spaces
- Section 18.04 Parking Lot Rental
- Section 18.05 Reservation of University Parking Lots
Chapter 19 / Technology

• Section 19.01 Acceptable Use
• Section 19.05 University Technology Systems Relative to E-mail
• Section 19.07 Cell Phone Usage
• Section 19.10 Retirement of Computing and Information Technology Resources
Chapter 20 / Miscellaneous Policies

• Section 20.01 Kansas Open Records Act
• Section 20.02 Crisis Management Planning and Preparedness
• Section 20.03 Closing of the University in the Event of Severe Weather or Other Emergency Situations
• Section 20.09 Internal Audit Charter
• Section 20.11 Use of the University’s Name, Seal, Logos, or Marks
Chapter 20, continued

• Section 20.12 Usage of Multi-Passenger Vans
• Section 20.16 Food Service
• Section 20.17 Protected Health Information
• Section 20.18 Privacy of Financial Information
• Section 20.19 Driving State Vehicles
Conclusion