Essential Information for Working with the Dean’s Office and the LAS Advising Center

Academic Year 2014-2015
# Table of Contents

**Introduction** .................................................................................................................................................................................. 4

**LAS Dean's Office Quick Reference: Who to Call for What** ........................................................................................................ 5

**Essential Information from the Staff of the Dean's Office** ................................................................................................... 6

**Marché Fleming-Randle** ........................................................................................................................................................................ 7

Ten Best Practices for Preventing and Addressing Academic Dishonesty .................................................................................... 7

Student Consent Form ........................................................................................................................................................................... 8

Student Issue Form ................................................................................................................................................................................ 9

**Chuck Koeber** ....................................................................................................................................................................................... 10

Budgeting OOE and RU Funds ................................................................................................................................................................. 10

Scheduling Courses ................................................................................................................................................................................ 10

Research Post-award/Start-up Funds ..................................................................................................................................................... 11

Assessment of Student Learning Outcomes ...................................................................................................................................... 11

**Cheryl Miller** .......................................................................................................................................................................................... 12

Tenure and Promotion Process ................................................................................................................................................................. 12

Faculty Governance Committees and Elections ...................................................................................................................................... 12

College Newsletter .................................................................................................................................................................................. 12

Catalog Revisions ................................................................................................................................................................................. 13

Commencement .................................................................................................................................................................................... 13

**Erin Mundus** .......................................................................................................................................................................................... 14

Faculty Travel ........................................................................................................................................................................................ 14

Budgeting for Lecturers ......................................................................................................................................................................... 14

Graduate Assistants ............................................................................................................................................................................... 14

**Candice Weathers** .................................................................................................................................................................................. 15

Foundation Accounts ............................................................................................................................................................................. 15

Scholarships ......................................................................................................................................................................................... 15

Curriculum Changes.............................................................................................................................................................................. 15

Foundation Accounts ........................................................................................................................................................................ 16

**Miscellaneous** .................................................................................................................................................................................................... 17

Timekeeping .......................................................................................................................................................................................... 17

Course Pack Production and Sale ......................................................................................................................................................... 17

University Contracts ............................................................................................................................................................................... 17

**LAS Advising Center** ............................................................................................................................................................................. 19

**Fairmount College Organizational Chart** ........................................................................................................................................ 22
Introduction

This guide is designed to provide useful information to LAS department chairs and directors, especially those who are relatively new to their administrative role. It briefly describes best practices, problem areas, procedures, recent changes to policies, and administrative processes. It is intended to assist chairs and directors to more easily and effectively work with the Dean’s Office and the LAS Advising Center. The information presented is not intended to be exhaustive; staff welcome any questions and are glad to provide additional information or assistance. This document and other resources can be accessed through the LAS Dean’s Office website, http://webs.wichita.edu.
## LAS Dean’s Office Quick Reference: Who to Call for What

(Post this near your phone and give a copy to your faculty, unclassifieds and administrative assistants)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Areas of Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Matson</td>
<td>Interim Dean</td>
<td><a href="mailto:ron.matson@wichita.edu">ron.matson@wichita.edu</a> (316) 978-6659</td>
<td>• Personnel Issues&lt;br&gt;• Searches&lt;br&gt;• Phased Retirement</td>
</tr>
<tr>
<td>Marché Fleming-Randle</td>
<td>Assistant Dean</td>
<td><a href="mailto:marche.fleming-randle@wichita.edu">marche.fleming-randle@wichita.edu</a> (316) 978-6659</td>
<td>• Student Issues&lt;br&gt;• Academic Dishonesty&lt;br&gt;• Grade Appeal</td>
</tr>
<tr>
<td>Chuck Koeber</td>
<td>Associate Dean and Associate Professor</td>
<td><a href="mailto:chuck.koeber@wichita.edu">chuck.koeber@wichita.edu</a> (316) 978-6660</td>
<td>• Lecturer and GTA Budgeting&lt;br&gt;• State Funds&lt;br&gt;• Travel&lt;br&gt;• Curriculum&lt;br&gt;• Faculty of Distinction&lt;br&gt;• Course Scheduling&lt;br&gt;• Assessment&lt;br&gt;• Research Funds</td>
</tr>
<tr>
<td>Cheryl Miller</td>
<td>Assistant Dean</td>
<td><a href="mailto:cheryl.miller@wichita.edu">cheryl.miller@wichita.edu</a> (316) 978-6659</td>
<td>• Liaison to the Dean&lt;br&gt;• Catalog and Publication edits&lt;br&gt;• Tenure and Promotion&lt;br&gt;• LAS Newsletter&lt;br&gt;• Commencement&lt;br&gt;• Faculty Development (Sabbatical, URCA, ARCS, MURPA processes)&lt;br&gt;• Teacher licensure&lt;br&gt;• Letters of Offer</td>
</tr>
<tr>
<td>Erin Mundus</td>
<td>Budget Analyst</td>
<td><a href="mailto:erin.mundus@wichita.edu">erin.mundus@wichita.edu</a> (316) 978-6660</td>
<td>• State Funds&lt;br&gt;• Lecturers and GTAs&lt;br&gt;• Travel&lt;br&gt;• Research Funds</td>
</tr>
<tr>
<td>Candice Weathers</td>
<td>Assistant to the Dean</td>
<td><a href="mailto:candice.weathers@wichita.edu">candice.weathers@wichita.edu</a> (316) 978-6659</td>
<td>• Foundation Funds&lt;br&gt;• Scholarships&lt;br&gt;• Curriculum Committee&lt;br&gt;• Appointments with Dean</td>
</tr>
</tbody>
</table>
Essential Information from the Staff of the Dean's Office

- If you have a question and do not know whom to ask, contact Candice Weathers.
- If you need to meet with the dean, contact Candice and schedule an appointment in advance. Although the dean has an open door policy, he is often busy all day with previously scheduled commitments.
- Work through the dean to communicate and coordinate with the Office of Academic Affairs (and other units on campus if necessary). Failure to do so can leave your dean (and his office) out of the loop and unable to provide you with advice, support, and assistance.
- Don’t shoot the messenger. If there are problems or issues, please be courteous and instruct your faculty, staff, and students to do the same. Typically, the person answering the phone or receiving you in the Dean’s Office is the person who can help solve a problem, and is not the cause of it.
- Know the duties of your staff and administrative assistants. When signing and approving paperwork, know what to double check. For example, failure to be familiar with paperwork that your staff and administrative assistants produce or should be producing can result in unintended consequences (e.g., your funds being unintentionally exhausted).
- Make sure your administrative assistant is trained in all areas appropriate to their position. Consider your time spent training her or him as an investment that will pay off.
Marché Fleming-Randle

Contact Marché if you have questions about or need assistance with academic issues, including administrative withdrawal, instructor issues, academic dishonesty, and grade appeals.

Ten Best Practices for Preventing and Addressing Academic Dishonesty

Instructors/professors should have a direct discussion with all of their classes early in the semester to convey their attitudes about cheating.

- Make sure that students understand the value of honesty and integrity and hold cheating in low regard.
- Use positive terms when discussing how to avoid plagiarism (e.g. "Give credit to those whose work you refer to.")
- Discuss and define plagiarism and types of academic dishonesty within that class (i.e. define on what assignments collaboration is useful and acceptable).
- Students must understand what academic dishonesty is and what is to be gained by striving to eliminate it.
- Instructors/professors should stress academic honesty in their classroom from the very first day. They should list it on their syllabus, discuss it, and define the following items:
  - The institutional definition of academic dishonesty.
  - The institution’s penalty for committing academic dishonesty.
  - The instructor's/professor’s penalty for any cheating, plagiarism, as it affects the grade and completion of the course.
- Design a syllabus that clearly lays out goals and expectations ahead of time.
- During the 2009-2010 academic year, Marché handled 217 student complaints. Please help resolve as many complaints as possible before they arrive at her office by making sure that students are familiar with and follow the standard procedure when they encounter an issue:
  - Students should first address the issue with their instructor/professor.
  - If it is not resolved, students should address it with the department chair.
  - If it is still not resolved, students should address the issue with Marché.
- Document all issues and make sure you keep the Dean’s Office informed.
- Last, but not least, be firm and fair.
Student Consent Form

Family Educational Rights and Privacy Act (FERPA)
Student Consent Form

Name: 
Address: 

MyWSU: 
Phone: 
E-Mail: 

I, the above listed student or past student, consent to the disclosure of conduct records maintained by the office of Student Conduct & Community Standards to the following recipient(s):

Name of Recipient: 
Address: 

As a result of signing this waiver, I realize that the above named person/agency shall receive verbal disclosure and/or written access to my records as requested for the purpose of (please mark all that apply):

☐ Family communication
☐ Employment
☐ Admission to an educational institution
☐ Other: __________________________

I understand that all disciplinary records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

__________________________________          ________________________
Student Signature                  Date

__________________________________
Printed Name (student)

If you have any questions about reviewing your records please contact SCGS at (316) 978-6681.
Student Issue Form

Fairmount College of Liberal Arts and Sciences
Student Issue Form

DATE: ______________________ TIME: ______________________

NAME: ____________________________________________

MY WSU ID: _________________________________________

EMAIL: ____________________________________________

PHONE: ___________________________________________

Department: ______ Course: ______ Instructor: ______

DESCRIPTION OF ISSUE:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

ADDITIONAL NOTES (for office use only)

________________________________________________________________________________________
Chuck Koeber
Contact Chuck if you need assistance with or have questions about the following items:
- State budget accounts (both GU and RU)*
- Faculty of Distinction
- Scheduling courses
- GTA, lecturer, and summer budgets*
- Assessment

Budgeting OOE and RU Funds
- Estimate your income and expenses, based upon that of past years as well as current needs. Make a commitments budget (how much you will need). On a monthly basis, keep track of how much you have and your Overhead and Operating Expenses (do this more often near the end of the fiscal year). You may also want to do this with your RU fund(s).
  - Access Reporting Services FCD00100 - Organization Financial Report to view your balances. Your OOE balance can be found on the first page of the report in the row labeled “Subtotal Controllable OOE” and the column “Net Available Budget.”
  - Access Reporting Services and use FCD00120 - Organization Transaction Detail Report to check expenses except for budget adjustments.
  - Access Self-Service Finance to execute a budget query to “drill down” to view information about budget adjustments, which are not listed on transaction detail reports.
  - Each month update how much you have, and how much you need.
- Check your department RU fund with the same report. The cash balance is always “the bottom line” with regard to availability of funds. Budgeted amounts do not necessarily mean that funds are available and they can be relics from years past. You may want to remove them from your RU budget in the spring when you have access to your budget for the next fiscal year.
- When RU funds are deposited they are placed in a revenue code and reflected in the cash balance. However, to make these funds available to spend you must complete a budget adjustment to move the funds into an expense code.
- Remember that RU carries forward to the next fiscal year. Your budgeted OOE, which are made up of GU funds, do not carry forward. The best strategy is to expend all OOE without exceeding budget, conserving a reasonable amount of RU funds, if possible, for a “rainy day.”
- Budget your OOE for the year and if you will have excess funds left over, have a wish list of items (such as PCs) that can be purchased quickly at the end of the fiscal year.
- At the end of the fiscal year, don’t forget about faculty that did not yet submit travel vouchers. LAS will have deposited travel funds into your account for this travel, but these funds will be withdrawn when the faculty member is reimbursed.

Scheduling Courses
- Strive for a schedule that is balanced with regard to days and times and meets student’s needs. Keep in mind special populations of students who may need courses taught at times that are out of the ordinary such as night courses. The goal is to offer a balanced schedule in which all sections are full to mostly full.
- Work with Krysti Carlson Goering to schedule courses on the West and South campuses, which are now funded by them and, therefore, do not count against your LAS lecturer allocation. Also communicate with Krysti about course cancellations, staff changes, or anything that affects the logistics of course scheduling on the satellite classes.
- The satellite campuses use a standardized pay matrix to determine pay of instructors at South and West campuses. It was developed in consultation with the Dean’s Office to approximate that which
is paid on the main campus. Make sure to add $50 per course credit hour to the pay of your satellite instructors, a courtesy payment that is made in exchange for their extra effort to travel to and teach at the satellite campuses.

- All appointment paperwork should be charged to the professor/instructor’s home department. LAS funding or reimbursement from third parties will occur thereafter.

**Research Post-award/Start-up Funds**

- Faculty with startup funds may contact us if they have questions about their funding.
- Currently, we disperse near the beginning of the fiscal year approximately one half of the total startup fund commitment due in the same year. We periodically disperse the remainder throughout the year as more funds become available to us or as they are needed by the researcher.
- Currently, the amount of funding we periodically disperse to startup funds (as well as other research-related commitments in the college) is contingent upon the amount of distribution of indirect cost expenditures we receive (in monthly installments) from the Office of Research and Technology Transfer (ORTT).
- If the researcher is planning expenditures that require additional funds, which are due but have not been dispersed, s/he should contact our office to request the funds.
- Researchers are normally required to spend the entirety of the annual portion of their startup funds by the end of each fiscal year. However, if circumstances warrant preserving the funds for the following year(s), researchers can make this request from the Dean. Researchers should contact our office with this request, specifying the amount of funds and the justification/budget plan for carrying them forward.
- Researchers, (Principal Investigators) are held responsible for accessing, viewing, and keeping track of their startup/grant funds using account information found on reporting services.

**Assessment of Student Learning Outcomes**

Annual reports are due to Chuck in mid-September.

- Chairs and directors do not have to assess all goals and outcomes each year; choose two or three.
- **However**, rotate assessments so as to not arrive at KBOR program review time or the next Higher Learning Commission accreditation with no data related to parts of the assessment plan.
- All the plans for LAS programs are available at the LAS website: [http://webs.wichita.edu/?u=las&p=/Assessment/Assess0708](http://webs.wichita.edu/?u=las&p=/Assessment/Assess0708). There you will find plans, narrative reports and spreadsheets.
- Remember that department now do a self-assessment every 3 years using the template supplied by Associate Provost Richard Muma. Do to [http://webs.wichita.edu/?u=shockerassessment&p=/ProcessforProgramReview](http://webs.wichita.edu/?u=shockerassessment&p=/ProcessforProgramReview) to get the template, the timeline, and tips for establishing measurable learning outcomes and reporting them.
- Applications for assessment funds are routed through the Dean’s Office. They are due each year to the appropriate associate provost on Oct. 1. Occasionally there are funds after that date. For information, go to this link: [http://webs.wichita.edu/?u=shockerassessment&p=/Funding](http://webs.wichita.edu/?u=shockerassessment&p=/Funding).
Cheryl Miller

Contact Cheryl if you need assistance with or have questions about the following items:

- Determining issues to be brought to the dean in consultation with the department chair or director
- Organization of the college tenure and promotion process
- Faculty governance committees and annual college faculty elections
- College publications including the newsletter, website, catalog and transfer guide revisions
- December and May commencement ceremonies
- Watkins Visiting Professorship Lecture Series publicity and dinners
- Barrier Award process
- Teacher preparation/licensure and accreditation in 14 programs with College of Education

Tenure and Promotion Process

- Be sure to follow the tenure and promotion calendar closely. It may be found in the WSU Policies and Procedures Manual here: http://webs.wichita.edu/senate/handbook/t&p-2005.html
- Policies regarding the tenure, promotion and professor incentive review process may be found here: http://webs.wichita.edu/?u=las&p=/Faculty/TPPIR
- The department chair will write two statements that appear in the primary dossier.
  - The first is the chair’s statement on the role of the faculty member in the department/unit within the university. This is a non-evaluative statement. It appears in the body of the primary dossier after the candidate’s statement on his/her role in the department/unit within the university.
  - The second document is the chair’s evaluative statement. It is placed after the department committee’s evaluative statement. Both evaluative statements appear before the primary dossier and after the departmental cover sheets.
- The candidate will sign the departmental level cover sheets in the Dean’s Office.
- Please do not bring candidate files to the Dean’s Office until they are requested.

Faculty Governance Committees and Elections

- The college governance document describes each of the committees related to the functioning of the college. It may be found here: http://webs.wichita.edu/?u=las&p=/Faculty/Governance
- The document also describes the electorate’s eligibility for participation on each committee.
- Elections for the college Tenure, Promotion and Appeals Committee; Faculty Support and Fellowship Awards Committee; and Admissions and Exceptions Committee take place during the spring semester.
  - Elections begin in February for the college Tenure, Promotion and Appeals Committee.
  - Department chairs will be asked to caucus or appoint representatives for the College Council and for the College Curriculum Committee as their department representative’s term ends.

College Newsletter

- The college newsletter is produced once each semester and is mailed to approximately 25,000 alumni and friends.
- Each issue will include at least one department or unit as the main feature and spotlight a faculty member from that department or unit.
- Please forward items for consideration for the faculty and staff accolades and for the student accolades. Appropriate items include, but are not limited to, awards from the university or professional/student organizations, patents, and elected positions in professional/student organizations.
Catalog Revisions

- Undergraduate and graduate catalog revisions are based upon approved actions by the curriculum processes at the department, college and university levels.
- Departments will be provided each January with a proof of catalog copy reflecting the content of the catalog for the upcoming academic year. Please do the following:
  - Mark any grammar, punctuation and spelling corrections on the copy.
  - Focus on substantive changes such as factual errors and changes in wording.
  - Check carefully and update contact information: names, phone numbers and web addresses.
  - Indicate any changes in graduate faculty status for the graduate catalog.
- The Dean’s Office will insert courses and program changes that have been approved through the curriculum process.

Commencement

- Fairmount College participates in the December and May commencement ceremonies. These programs are coordinated by the Commencement Officer in the Office of University Conferences.
- Numerous volunteers from the college are needed for the December and May programs.
- Volunteers are requested from each academic department within the college.
  - Volunteers may be faculty, staff or students.
  - Each department is requested to provide a volunteer for each number of classified positions in their department. Classified staff who volunteer may use the time spent at the commencement ceremony for comp time.
  - All volunteers are invited to enjoy the food and beverages available prior to the ceremony, and all volunteers receive a small gift in appreciation for their participation.
Erin Mundus

Contact Erin if you need assistance with or have questions about the following items:

- Travel requests and LAS travel policy
- GTA and Lecturer Budgets
- Research Funds
- ePAFs

Faculty Travel

- Refer to the LAS Travel Policy on the website, http://webs.wichita.edu/?u=las&p=/Faculty/Forms/ (click on “travel”), for details about LAS funding of faculty travel.
- Attach to the travel request form and completely fill out an LAS “travel sticky” when requesting LAS funds so that it is clear to the Dean’s Office what you are requesting.
- Turn in requests as soon as possible in order to avoid any delay.
- Attach documentation of paper acceptance in order to ensure speedy processing.
- Keep track of which faculty will receive funding and mark them off when they have completed vouchers and have been reimbursed. This will enable you to know at end of the fiscal year who needs to complete a voucher and the amount of funds that will be deducted from your OOE. Remind faculty that vouchers are supposed to be completed within a week after their trip has been completed.
- Visit the state travel webpage, http://www.da.ks.gov/ar/employee/travel/default.htm (click on “travel trifold”), to figure out meal allowance rates when submitting a travel voucher. It changes from year to year.
- All Travel Request forms must be submitted to the Dean’s Office. However, travel vouchers need not come through the Dean’s Office except for the travel vouchers of department chairs and directors.

Budgeting for Lecturers

- Fill out the worksheet you receive each semester from Chuck to request funding for all lecturers, instructors, GTAs, and faculty overloads that require additional funding. Visit with Ron to request approval if needs are significant, pressing, or out of the ordinary.
- If you are not sure, check with the Dean’s Office to find out which fund (A0003 or A2000) to use for lecturers or GTAs.
- If a course is cancelled due to low enrollment, complete a change of status form (OHR 200 or Change of Status ePAF) ASAP to prevent a situation where a lecturer is asked to return pay.

Graduate Assistants

- Graduate assistant allocations are provided yearly in the spring.
- Keep track of your allocation so as not to go over budget. This can be difficult in larger departments.
- Make sure that graduate assistants meet minimum wage requirements. Use the GA calculator to calculate minimum hourly wages of graduate assistants. If you do not have the calculator, contact Erin and she can email it to you.
- Electronic Personnel Action Forms: All GTA assignments must be done on an ePAF. Originate ePAFS as early as possible, preferably at least a month prior to the start of the appointment, as lateness can result in delayed pay if the ePAF is not approved by payroll deadlines.
- If teaching at a satellite campus, state so in the comment section of the ePAF. If a change of status occurs, state that change in the comment section of the ePAF. In general, if it is not a routine OHR appointment, explain details in the comments section of the ePAF.
Candice Weathers

Contact Candice if you need assistance with or have questions about the following items:

- Foundation accounts
- Scholarships
- Curriculum committee and curriculum change process
- Scheduling meetings with the Dean or reserving the LAS boardroom

Foundation Accounts

- The Dean’s Office manages a master list of all LAS Foundation funds (130) and is responsible for authorizing appropriate signers and granting Reporting Services access to necessary faculty and staff.
- Each academic department has a separate account into which funds raised through the Annual Fund will be deposited each year. Disbursements will be figured and deposited each fall semester.
- You are responsible for tracking expenditures—in a spreadsheet or database (ex: Quicken)—out of all accounts belonging to your unit.
- The Foundation records all account expenditures on Reporting Services. Each chair/director and administrative assistant should have access to all of the unit’s accounts on Reporting Services.
- Requisitions are due to the Foundation by 5:00 p.m. on Wednesday of each week. Checks are cut on Friday. (see Requisition guidelines on pg. 18)
- The Foundation prefers to acknowledge gifts within 48 hours, please submit all gifts sent directly to your unit, with a deposit form, as soon as possible.
- Authorized signers are not allowed to sign for their own reimbursements. Please have their direct supervisor sign these requisitions. For department/center chairs and directors, send these requests to the Dean’s Office for signature.

Scholarships

- Fairmount College awards over 200 Foundation scholarships and fellowships each academic year.
- Specific information and any process changes will be shared at the annual LAS Scholarship Coordinators’ meeting. New chairs are encouraged to attend with their scholarship coordinator.
- Department/scholarship committees will receive applicant and fund information each year in February, for the following academic year.
- Award recommendations are due the Friday before Spring Break each spring semester.
- All scholarships and fellowships must be awarded according to the fund guidelines, which reflect the donor’s wishes. Guidelines are posted on the LAS website: www.wichita.edu/las/scholarshiplist.
- Once awards have been made, Candice monitors recipient guideline compliance and will contact each department scholarship coordinator regarding any issues or concerns.

Curriculum Changes

- Information about the curriculum change process can be found on the college website at www.wichita.edu/las/ccc. Refer to it for details to submit curriculum change forms.
- There are 3 separate forms, depending on the type of change: New Course Requests, Course Changes, and Program Changes. Fill out curriculum change forms in their entirety.
- Submit one copy to Candice, via campus mail for review and distribution to the committee.
- When writing a course description for a new course proposal, examine the undergraduate or graduate catalog for examples in your department of well-written course descriptions.
- The catalog production deadline is well before winter break. Submit changes far in advance, during the spring semester if possible.
- Chuck signs change forms on behalf of the Dean. Contact him with any curriculum questions or issues.
Foundation Accounts

WSU FOUNDATION REQUISITION GUIDELINES

1. Use original invoices for documentation, not copies. This helps avoid duplicate payments.
   - 120 day limit on receipts
   - Include Out-of-State Travel Request form copy for travel reimbursement requests
   - Payments for professional fees and dues must be accompanied by a “Reimbursement Request”

2. Statements should not be used as documentation, only original invoices. This also helps avoid duplicate payments.

3. Invoice numbers (account or customer numbers) and date must be typed on requisition forms.

4. Tape anything smaller than 8 1/2 X 11 to a regular sized sheet of paper.

5. Make sure that the phrase “Return Check To” is completed on the bottom of each requisition.

6. Paper clip an envelope with your name and campus box # to the requisition. If you want us to mail the check for you, attach a stamped (or campus #), addressed envelope with any remittance advice or a copy of the invoice inside.
   - Sodexo, Culligan, and Prairie Fire reqs are combined into one university check for each vendor and sent directly from the Foundation

7. Include the WSU ID number when making payments to individuals in the WSU system. For all others, include the SSN or FEIN.
   - Payments to students who are university employees must go through payroll
   - Authorized signers cannot sign for their own reimbursements, get signature of direct supervisor

8. A W-9 is required on all new vendors.
   - This also applies to individuals who have never before received payment/reimbursement from WSU

9. Foundation funds must comply with the University Policy 20.16, Food Service. Any requisitions for food served on campus other than Sodexo, must be accompanied by an explanation as to why Sodexo was not used. This policy applies to cookies, snacks, pizza, etc. The only exception to using Sodexo’s service is if the food items are donated.
   - Include attendee list
   - If an event is off-campus, please note that in the explanation

10. Send requisitions by campus mail to Accounts Payable Box 2 without anyone’s name.

11. You can mail requisitions anytime. All reqs received by 5:00 p.m. each Wednesday will be processed and checks will be mailed by Friday.

12. It is recommended that copies of checks should not be kept in campus files (public vs. private records).

13. The checks you receive are perforated, separating the actual check (bottom portion) from the payables information (top portion). BOTH parts belong to the payee and should not be separated by you.

14. See also Campus Cash Disbursements Policy for additional information.

Please call Jenny Anderson, Administrative Services Manager (x3802), if you have any questions.
Miscellaneous
The following items are handled by each individual department. All should be monitored appropriately so as to avoid serious legal and/or financial issues:

Timekeeping
- Chairs and Directors should understand timekeeping policies.
  - Attend Wage and Hour Training designed for supervisors.
- Timekeepers should complete refresher training every 3 years.
- Timekeepers: Use “HR Pay Department Time Report” to audit timekeeping for each pay period.
- Any timekeeping questions should be directed to Human Resources at timekeeping@wichita.edu.

Course Pack Production and Sale
- All course pack materials are to be reproduced in compliance with Section 3.36 of the WSU Policies and Procedures Manual, and the University’s Copyright Guidelines (Supplement to WSU Policy Section 3.36).
- All course pack materials are to be reproduced by Duplication Station in compliance with Section 15.03 of the WSU Policies and Procedures Manual, or by using the department’s copier.
- Material may be copied only where copying the material can reasonably be considered fair use or where there is a University license to copy the material or where there is permission to copy, which should be clearly set forth on the material to be copied. The Office of the General Counsel is available for consultation regarding the application of federal copyright law to specific factual scenarios.
- All reproduction costs are to be borne by the department. Under no circumstance should course packs be reproduced off campus.
- The University Bookstore is the preferred avenue for the sale of course packs. If course packs are sold out of the department, sales proceeds are to be deposited no less than weekly into the department’s RU account and state sales tax must be accounted for. Under no circumstance should an instructor retain the proceeds from course pack sales.
- Pricing of the packets at the departmental level should be kept to a reasonable amount (i.e. $.05 per copied page with the total cost rounded up to the nearest dollar amount or an amount to cover the cost of the paper in the packet). The final price to the student will include the departmental cost of production plus the markup at the bookstore.

University Contracts
Contracts relating to operations of the Fairmount College of Liberal Arts and Sciences must be executed in compliance with Section 1.04 of the WSU Policies and Procedures Manual.

The four principal provisions of Section 1.04 as it relates to the college include:
- A contract is any agreement or promise which purports to obligate the University to perform some responsibility or to take some specific action(s).
- All contracts must be in the name of Wichita State University. The college and any of its schools or departments shall not enter into contracts.
- The President, the Provost, and the Vice President for Administration and Finance are the only individuals authorized to sign contracts.
- All contracts involving an expenditure of funds, either by or to the University, in an amount of $2,500 or more, must be approved by the University’s General Counsel prior to execution.

Section 1.04 applies whether funds are expended from or deposited to accounts held by either the University or the WSU Foundation.
Additionally, the Office of Purchasing has established a $1,000 threshold relative to professional services, i.e. all payments of $1,000 or more for professional services must be supported by a written contract (such services may be described in various ways including, but not limited to, “consulting services,” “speaker fee,” “instructor fee,” or “honorarium”).

The Office of the General Counsel can provide assistance in the drafting of any contract.
LAS Advising Center
115 Grace Wilkie Hall      978-3700
Patricia Phillips, Director   x5434

Academic Advisors:  Staff:
Janelle Darr x3615  Jennifer Cogan x3492
Phil Ladwig  x3624  Kathy Gale  x3573
Bob Rozzelle  x3609  Lauren Hoppock, Receptionist  x3700
Marilyn Ryan  x3639  Elizabeth Mlotkiewicz  x5807
Joan Snodgrass  x6628
Nancy Krehbiel  x5810

General Education Requirements (Implementation) and General Information
Contact Patricia.

Exceptions Petitions
Contact Jennifer, Patricia, or Nancy.

Qualified Admissions Petitions in LAS
Contact Jennifer, Patricia, or Nancy.

Change of College
Contact Jennifer.

Change of Grade
Grade changes are now made online through the WSU portal:

For late Final Grades
Instructors are required by the Registrar’s Office to submit an individual form online for every student in the class.

Webpage for Advising Information and Forms
wichita.edu/advising
• Checksheets for Academic Majors  Contact Kathy.
• Career Options for Academic Majors  Contact Janelle.
• Exceptions petitions, guidelines, deadline dates  Contact Jennifer Cogan.
• Exceptions Policies and Procedures  Contact Patricia.
• Late Add forms (must also have an Exceptions Petition)
• Late Withdraw forms (must also have an Exceptions Petition)
• Essential Info and Forms
  • Academic Advising - Contact Information by College
  • Academic Advising - Contact Information by LAS Department
  • Academic Advising Expectations for Students and Advisors
  • Associate of Arts Degree Requirements
  • Basic Skills 48 Hour Completion Policy
  • Career Exploration Links - LAS I 102 - Career Exploration Class
  • Criminal Justice Frequently Asked Questions
• Diversity/Multicultural Resources
• Fairmount College of Liberal Arts and Sciences Homepage
• General Education Program Checksheet
• Global Learning/Global Citizenship Resources
• GPA Calculator
• Liberal Arts and Sciences Advising Center Staff Listing
• Placement Dates: Math and English
• Pre-Law Fact Sheet
• Pre-Medical Fact Sheet
• Retroactive Credit for Foreign Language Information
• Retroactive Credit Payment Chart
• Schedule of Courses
• Semesters Remaining for Graduation: Interactive Calculator
• Semesters Required for Graduation by Credit Hours

Additional activities
• Check-in and line-up for every LAS commencement ceremony.
• Community College Outreach roadtrips – Patricia is the LAS representative (12 trips per year).
• Medical withdrawals (after last drop date and before end of finals) – Patricia handles.
• Pre-medical Advising (Medical, Dentistry, Podiatry, Chiropractic, Optometry, Pharmacy, Veterinary)
• Retroactive Credit for Languages – Processing procedure for credit on the transcript.
• Orientation
• Athlete eligibility
• Grades First for deciding students
• PASS class for athletes
• Non-traditional student success class

Changing Major Requirements
• Notify Patricia or Kathy for changes to checksheets online and in LASAC office
• Check the online checksheets once a year to make sure they are accurate

Curriculum, Advising and Program Planning (CAPP) Degree Evaluation
Sally Fiscus     Assistant Registrar and CAPP coordinator    x7279
• No student can graduate without a CAPP report that says “met” in every category.
• CAPP is programmed to follow strictly the catalog information.
• LASAC ensures students meet the General Education portion of the CAPP.
• Academic Departments ensure students meet the requirements for the Academic Major.
  ◦ Deviations from catalog requirements on the Senior Form are sent to Sally Fiscus by LASAC.
• Questions about those deviations will come to the chair or chair's designee.
Information about General Education for Transfer Students

- Go to wichita.edu
  - Browse A-Z
  - “G” for Gen Ed
  - All Kansas Institutions; all approved Gen Ed

- For Out of State Transfer credits and Non-approved Kansas credit, go to wichita.edu
  - Browse A-Z
  - “T” for Transfer Equivalencies

Transfer Credit Forms from Registrar’s Office

- Equivalent course – just like one at WSU, especially in a major.
- Course acceptable for Gen Ed – we don’t teach it, but it’s OK for non-majors. It’s a great attribute for transfer general education, but it will not count in a major.
- Elective only – not useful or valuable to a WSU student.