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AGENDA
WSU New Faculty Orientation
Thursday, August 18, 2011, Marcus Welcome Center

8:30am  REGISTRATION AND CONTINENTAL BREAKFAST

9:00  WELCOME TO WICHITA STATE
William L. Vanderburgh, Executive Director, Office for Faculty Development and Student Success
Donald L. Beggs, President
Keith Pickus, Interim Provost
The History of WSU: Jay Price, Associate Professor, History

10:15  coffee and snacks

10:30  GOVERNANCE, POLICY AND LEGAL MATTERS
Steve Skinner, Faculty Senate President
Kim Sandlin, Unclassified Professional Senate President
Abu Masud, Associate Dean, Graduate School
Ted Ayres, Vice President and General Counsel

12:00  lunch and socializing

1:00  CAMPUS RESOURCES
Susannah Brown, Student Success Specialist, OFDSS
Mike Wood, Executive Director, Media Resources Center
Grady Landrum, Director, Office of Disability Services
Maureen Dasey-Morales, Director, Counseling and Testing Center
David McDonald, Associate Provost for Research & Dean of Graduate Studies

2:15  PANEL ON EFFECTIVE TEACHING
Trisha Self, Associate Professor, Communications Sciences and Disorders
Larry Whitman, Associate Professor of Manufacturing and Industrial Engineering, and Director of Engineering Education
Royce Smith, Associate Professor, School of Art and Design
Katie Mason, Assistant Professor of Curriculum & Instruction, and Chair Middle/Secondary English Education Programs

3:15  coffee and snacks

3:30  PANEL ON TENURE AND PROMOTION
Annette LeZotte, Associate Professor, School of Art and Design
Jan Twomey, Professor, Industrial and Manufacturing Engineering
Julie Scherz, Associate Professor, Communication Sciences and Disorders
Jean Patterson, Chair and Associate Professor, Educational Leadership
Gaylen Chandler, W. Frank Barton Distinguished Chair & Professor, Management [TBA, LAS]
[TBA, Libraries]

4:30  CONCLUDING REMARKS AND DISMISSAL
University Mission Statement
See the Wichita State University Accountability Planning Matrix

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.
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<td>27</td>
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<td>19</td>
<td>Notice about sabbatical leave requests sent out</td>
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<td>22</td>
<td>First day of weekday and evening classes</td>
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<tr>
<td>26</td>
<td>Last day to enroll or add for fall semester (16-week classes)</td>
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<tr>
<td>26</td>
<td>Last day to drop with 100% refund</td>
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<td>27</td>
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<td>Orientation for new faculty &amp; staff</td>
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<td>19</td>
<td>Notice about sabbatical leave requests sent out</td>
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<td>Last day to drop with 100% refund</td>
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<td>2</td>
<td>Last day to drop with 80% refund</td>
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<td>OCTOBER</td>
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<td>1</td>
<td>Assessment funding requests due to Academic Affairs and Research (final due date – March 1st)</td>
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<td>Sabbatical leave requests due to Provost</td>
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<td>10 - 15</td>
<td>Most first 8-week courses end this week</td>
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<td>MURPA proposals due to ORA</td>
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<td>Notices sent to deans for annual evaluation of UP's and faculty</td>
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<td>University Program Review Committee sends recommendations to Provost for programs reviewed in 2011</td>
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<td>Departments/programs begin Program Review self-studies for review in 2012</td>
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<td>Last day to drop with a “W”</td>
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<td>Requests for nominations for university teaching awards distributed</td>
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<td>Awards for Excellence nominations due to ORA</td>
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<td>MURPA awards announced</td>
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<td>Oral Defense deadline for fall</td>
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<td>Provost transmits sabbatical leave recommendations to President</td>
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<td>Last day of classes</td>
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<td>Final approved courses and curriculum changes due in Catalog office for 2012-2013 Catalog</td>
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<td>College/Dean forwards nominations for faculty awards to Provost</td>
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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 2011-2012 Tenure, Promotion, and Professor Incentive Review (PIR) Calendar

Sept. 2011
9th  Deadline for completion of basic documents and secondary dossiers.
9th  Deadline for chair to notify eligible faculty tenure and/or promotion files are available for review.

Oct. 2011
7th  Deadline for departmental reviews and votes on tenure, promotion, and PIR.
14th 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.
21st Deadline for candidates to sign departmental cover sheet in dean’s office indicating they have reviewed all documents being forwarded by the department.
28th Deadline for submission of appeals of or rebuttals to department-level recommendations to the dean.
28th Deadline for inclusion of letters from external reviewers.

Nov. 2011
18th Deadline for college committee to transmit recommendations to dean.

Dec. 2011
2nd  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.
9th  Deadline for candidates to sign college cover sheet in 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.
15th Deadline for appeal of or rebuttal to college-level recommendations to Provost and Vice President for Academic Affairs and Research.
16th Deadline for Provost and Vice President for Academic Affairs and Research to transmit materials to the University Tenure and Promotion Committee
16th  Deadline for adding materials to the secondary dossier.

Jan. 2012
9–13th Regular meeting of the University Tenure and Promotion Committee.
27th 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. 2012
3rd  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.
17th  Deadline for notification of candidates of recommendations to be made by the Provost and Vice President for Academic Affairs and Research to the President.
24th  Deadline for University Committee to identify problems in tenure policies and tenure and promotion guidelines for the Faculty Affairs Committee.

March 2012
2nd  Deadline for appeals, rebuttals, and/or petitions to the President of negative recommendations.

April 2012
6th  Final transmittal of Wichita State University decisions to the candidates.

Academic Year 2012-2013 Tenure, Promotion, and Professor Incentive Review (PIR) Calendar

March 2012
9th  Deadline for Director of the Office of Institutional Research to notify deans of faculty scheduled for mandatory tenure review.

April 2012
6th  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.
20th  Deadline for faculty applying for promotion, PIR, and/or early tenure review to notify chair.
20th  Deadline for candidates requesting external review to notify chair and dean.

May 2012
4th  Deadline for chair to notify dean of faculty applying for tenure, promotion, or PIR.
18th  Deadline for sending initial request for external reviews, if any are to be solicited.
18th  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.
Fairmount College of Liberal Arts and Sciences

William D. Bischoff, Dean
Oversees administration of college
- Council of Chairs and Directors
- College Council
- Tenure and Promotion
- Budget
- Development

Mike Rishell, Development Director, WSU Foundation
- Fundraising
- Donor relations

Eunice Myers, Assoc. Dean
- Foundation budget accounts
- Scholarships
- Faculty development
- Teacher education/licensure
- Assessment
- Puebla summer program

Chuck Koeber, Assoc. Dean
- State budget accounts
- Course scheduling
- Technology requests
- College Curriculum Committee
- Certificate programs
- Travel

Cheryl K. Miller, Asst. Dean
- Concurrent enrollment
- College public relations
- College tenure and promotion process
- Faculty governance
- Commencement
- Catalog revisions

Marche Fleming-Randle, Asst. Dean
- Student appeals
- Admissions liaison
- Community college liaison
- Student/faculty problems
- Backup scholarships and concurrent enrollment

Engelbert D. Bischoff, Dean
Oversees administration of college
- Council of Chairs and Directors
- College Council
- Tenure and Promotion
- Budget
- Development

Departments
- Anthropology
- Biological Sciences
- Chemistry
- Communication
- Community Affairs
- English
- Geology
- History
- Mathematics and Statistics
- MCLL
- Philosophy
- Physics
- Political Science
- Psychology
- Social Work
- Sociology
- Urban and Public Affairs
- Women’s Studies

Centers
- FCSME
- LASAC
- IELC

May 27, 2010

www.wichita.edu/lass
As President of the 2011 - 2012 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 forty 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/?u=facultysenate. 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
Steven R. Skinner
President, WSU Faculty Senate
# Faculty Senate: Officers and Executive Committee Members

## 2010 - 2011

### Officers

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<tr>
<th>Office</th>
<th>Faculty Member</th>
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<td>President</td>
<td>Steven Skinner</td>
<td>Electrical Engineering</td>
<td>44</td>
<td>6197</td>
<td><a href="mailto:steven.skinner@wichita.edu">steven.skinner@wichita.edu</a></td>
</tr>
<tr>
<td>Past President</td>
<td>Frederick Hemans</td>
<td>Art &amp; Design</td>
<td>67</td>
<td>7715</td>
<td><a href="mailto:frederick.hemans@wichita.edu">frederick.hemans@wichita.edu</a></td>
</tr>
<tr>
<td>President-elect</td>
<td>Robert Ross</td>
<td>Marketing</td>
<td>87</td>
<td>3367</td>
<td><a href="mailto:robert.ross@wifhita.edu">robert.ross@wifhita.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Peer Moore-</td>
<td>Anthropology</td>
<td>52</td>
<td>7059</td>
<td><a href="mailto:pmojan@wichita.edu">pmojan@wichita.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jansen</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Secretary</td>
<td>Walter Horn</td>
<td>Aerospace Engineering</td>
<td>44</td>
<td>3410</td>
<td><a href="mailto:walter.horn@wichita.edu">walter.horn@wichita.edu</a></td>
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</table>

### Executive Committee

<table>
<thead>
<tr>
<th>Members elected by the Senate</th>
<th>Faculty Member</th>
<th>Department</th>
<th>Campus Box</th>
<th>Campus Phone Ext.</th>
<th>E-mail Address</th>
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<tbody>
<tr>
<td>Silvia Carruthers</td>
<td>Music</td>
<td>53</td>
<td>6268</td>
<td></td>
<td><a href="mailto:silvia.herzog@wichita.edu">silvia.herzog@wichita.edu</a></td>
</tr>
<tr>
<td>Rhonda Lewis</td>
<td>Psychology</td>
<td>34</td>
<td>3695</td>
<td></td>
<td><a href="mailto:rhonda.lewis@wichita.edu">rhonda.lewis@wichita.edu</a></td>
</tr>
</tbody>
</table>

| Member appointed by the President |

<table>
<thead>
<tr>
<th>Office of the Faculty Senate</th>
<th>Faculty Member</th>
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<th>Campus Box</th>
<th>Campus Phone Ext.</th>
<th>E-mail Address</th>
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</thead>
<tbody>
<tr>
<td>Bobbi Dreiling</td>
<td>Morrison Hall 102</td>
<td>111</td>
<td>3504</td>
<td></td>
<td><a href="mailto:bobbi.dreiling@wichita.edu">bobbi.dreiling@wichita.edu</a></td>
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</table>
## Faculty Senate: Members 2011-2012

<table>
<thead>
<tr>
<th>Senator at Large</th>
<th>Department</th>
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<tr>
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<td>*Steven Skinner</td>
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<tr>
<td>Dan Close</td>
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<td>Dharma deSilva</td>
<td>Management</td>
<td>7117</td>
<td>88</td>
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<td>*Robert Ross</td>
<td>Marketing</td>
<td>3367</td>
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<td>Jeffrey Bryant</td>
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<tr>
<td>Terence Decker</td>
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<td>7086</td>
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<tr>
<td>Mehmet Barut</td>
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<tr>
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<td>5443</td>
<td>16</td>
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<tr>
<td>Kay Gibson</td>
<td>Curriculum and Instruction</td>
<td>5569</td>
<td>28</td>
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<tr>
<td>Johnnie Thompson</td>
<td>College of Education, At Large</td>
<td>6881</td>
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<tr>
<td>*Walter Horn</td>
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<td>3410</td>
<td>44</td>
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<tr>
<td>Mehmet Yildirim</td>
<td>Industrial &amp; Manufacturing</td>
<td>3426</td>
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<tr>
<td>Preethika Kuman</td>
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<td>6850</td>
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<tr>
<td>Brian Driessen</td>
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<td>Nick Johnson</td>
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<tr>
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<tr>
<td>Anthony DiLollo</td>
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<td>Victoria Mosack</td>
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| Liberal Arts and Sciences   |                                   |            |     |           |
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<td>Tina Bennett</td>
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<td>51</td>
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<td>Nick Solomey</td>
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<td>Hari Mukeerjee</td>
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<td>Francis D'Souza</td>
<td>Chemistry</td>
<td>7380</td>
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<td>Ken Miller</td>
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<td>Leland Russell</td>
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<td>Fred Besthorn</td>
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<td>154</td>
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<td>Martha Smith</td>
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<td>6679</td>
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<td>*Rhonda Lewis-Moss</td>
<td>Psychology</td>
<td>3695</td>
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<td>Brien Bolin</td>
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<td>3087</td>
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<th>University Libraries</th>
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<tr>
<td>Susan Matveyeva</td>
<td>Catalog &amp; Institutional Repository</td>
<td>5139</td>
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<tr>
<th>Ex-Officio</th>
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<tbody>
<tr>
<td>University President</td>
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</tr>
<tr>
<td>Provost and VP of Academic Affairs &amp; Research</td>
<td></td>
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<tr>
<td>SGA President</td>
<td></td>
<td>56</td>
</tr>
</tbody>
</table>

* Officer or member of the Executive Committee
STANDING 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 WebPage: 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, existing policies governing academic affairs & proposals for curricular change/development. The committee also resolves curriculum issues involving two or more colleges and serves as the curriculum committee for programs which are not covered by a curriculum committee in one of the degree granting colleges/schools.

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

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 the University 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 ADMISSIONS AND EXCEPTIONS ADVISORY COMMITTEE – considers applications for admission of students who do not meet University standards for admission and reviews policies and procedures regarding admission to the University.
Constitution of the Faculty Senate

1.621/ 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.

ARTICLE I
Composition and Selection

Section 1. The Faculty Senate shall be 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 is defined as all full-time (1.0 EFT) university personnel who are tenured, temporary, probationary or instructors with faculty status 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 ineligible for the Faculty Senate electorate. Administrators include those persons holding the title of President, Provost, Associate Provost, Vice President, Associate Vice President, Assistant Vice President, Dean, Associate Dean, Assistant Dean, and Directors of all non-academic programs including, but not limited to, the Director of the Computer Center, Director of the Office of Institutional Research, Director of Physical Plant, the Registrar, and 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 will distribute to the members of each area mentioned in Article I, Section I, paragraph (b), a list of its members ineligible for Senate 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 selected 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 he or she was 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 semester. 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 will 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 3. The Standing Committees shall report in the manner specified by the Faculty Senate Rules. 

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 filed 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 member of the Senate 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 charges of each standing committee are listed below and on the Faculty Senate Web site: http://webs.wichita.edu/senate/structure.html.

The nine Faculty Senate Divisions are the W. Frank 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.

STANDING COMMITTEES OF THE FACULTY SENATE

ACADEMIC AFFAIRS COMMITTEE
(University Curriculum merged with Academic Affairs 10-11-2010)
Composition: 10

9 Faculty, one chosen from each of the Senate divisions
1 Student

Selection: Standard
Charges:
1. Review and make recommendations on proposals for new undergraduate degrees and academic programs.
2. Review existing policies governing academic affairs and proposals for curricular change or development.
3. Recommend new or changed policies concerning academic affairs to the Senate. This includes, but is not limited to, reviewing and making appropriate recommendations regarding college/school/University Libraries proposals for curricular change or development, university-wide academic standards and practices, and administrative practices and policies likely to have an impact on existing academic programs and practices.
4. The Academic Affairs Committee shall have the power to interpret existing academic policy and resolve disputes over diverse interpretations of the policy.

COURT OF ACADEMIC APPEALS
Composition: 5

3 Faculty chosen from among the Senate divisions
2 Students (one must be a graduate student)

Alternates: 3 faculty, 2 students (one must be a graduate student)

Committee may use former members if necessary

Selection: Standard; faculty justices must be tenured and must be members of the graduate faculty. They shall serve three-year staggered terms and shall represent different Senate divisions. The Committee shall also have two student members plus four student alternate members. Two of the alternates must be graduate students. Cases involving graduate students must be heard by graduate students.

Charges:
1. Operate according to the Procedures of the Court of Student Academic Appeals, a copy of which is available in the Office of the Faculty Senate.
2. Make the final decision on cases appealed to it regarding students' requests for a change of grade, or other matters regarding academic requirements which a student can challenge.

UNIVERSITY ADMISSIONS AND EXCEPTIONS ADVISORY COMMITTEE
(formerly Exceptions --- name changed & merged with University Admissions Advisory Committee -- 10-11-2010)

Composition: 12

9 Faculty, one chosen from each of the Senate divisions, with the understanding that six faculty members are serving at any given time throughout the year.
1 Student
1 Representative of the Admissions Office (non-voting)

Vice President for Campus Life and University Relations (non-voting)

b. Selection: Standard

c. Charges:
1. Review policies and related procedures regarding admission to the University and exceptions to existing
University rules.
2. Consider applications for admission of students who do not meet University standards for admissions, and exceptions to existing rules for students requesting them.
3. Reports to the Senate, as required under the Standard Charge to all Policy Committees, shall include recommendations made to appropriate administrative persons and actions taken by those persons.

EXECUTIVE COMMITTEE
Composition: 8 members

President of the Senate (chair)
President-elect of the Senate
Past President of the Senate
Vice President of the Senate
Secretary of the Senate
2 Senators elected by the Senate
1 Senator appointed by the Senate President

Charges:
1. Set the agenda for all Senate meetings. An item shall appear on the agenda for the next meeting upon written request of five or more senators representing at least three Senate divisions.
2. Review proposed changes to the Handbook for Faculty, other than those recommended by the Senate.
3. Receive policy recommendations from appropriate Senate committees and decide which policy recommendations require full Senate review.
4. Any faculty member may request that the Executive Committee consider a matter for inclusion on the Senate agenda. The Executive Committee may decide to include such matters on the Senate agenda, to refer such matters to a Senate committee for consideration, to establish ad hoc committees to consider such matters, to dismiss such matters, or take other appropriate action. In all cases, the Executive Committee will notify petitioners of the disposition of their petitions.

FACULTY AFFAIRS COMMITTEE
Composition: 9

9 Faculty, one chosen from each of the Senate divisions
Selection: Standard

Charges: The Faculty Affairs Committee deals with the relationship between WSU faculty and the University and the State of Kansas. Specific areas of responsibility include:
1. Terms of employment, tenure policies, tenure and promotion guidelines, salary, fringe benefits, retirement, life insurance, health insurance, leave procedure, faculty benefits and responsibilities, dismissal policies, conflict of interest policies.
2. Issues of faculty status within the University.
3. Academic freedom policies of the University and the State of Kansas, including review of current policies, recommendations for changes, and review of any changes proposed by the University or the Board of Regents.

FACULTY SUPPORT COMMITTEE
Composition: 10
Faculty who are members in full standing of the Graduate Faculty, one chosen from each of the Senate divisions (department chairs are ineligible)
Provost and Vice President for Academic Affairs and Research (ex officio, non-voting)

Selection: Standard

Charges:

1. Review requests for institutional support of individual, departmental, and college/school/University Libraries research proposals, and forward recommendations to the Associate Vice President for Research
2. Assist the Associate Vice President for Research and Dean of Graduate Studies in the consideration of overall institutional policy governing the award criteria and management of University research grants, including the supervision of policies relating to the right of human subjects, patents, and publications.
3. Review applications for sabbatical leave and forward recommendations on the applications to the Provost and Vice President for Academic Affairs and Research.
4. Periodically review the University guidelines on sabbatical leaves and make recommendations for changes as appropriate.
5. Review and act upon requests for institutional support of teaching and allocate resources available for this purpose.
6. Assist the Provost and Vice President for Academic Affairs and Research in planning new faculty orientation. The structure and organization of the orientation shall be reviewed by the Committee at least once every three years.
7. Identify faculty who are willing to help other faculty who wish assistance with teaching or research.
8. Recommend to the Provost and Vice President for Academic Affairs and Research ways to recognize excellence in teaching and research.

GENERAL EDUCATION COMMITTEE
Composition: 12

9 Faculty, one chosen from each of the Senate divisions
1 Basic Skills faculty representative
1 Student
General Education Coordinator (ex officio, non-voting)

Selection: Standard
Coordinator of General Education: The Coordinator of General Education will be appointed by the Provost and Vice President for Academic Affairs and Research for a three-year term and may serve no more than six consecutive years. The VPAAR will select the Coordinator from a list of three nominees recommended by the General Education Committee. The search process for the Coordinator of General Education will be directed by the VPAAR in consultation with the General Education Committee.

Charges:
1. Oversee the operation of General Education as adopted by the faculty, advise the General Education Coordinator, and participate in the annual evaluation of the General Education Coordinator.
2. Enforce the provisions of the General Education. These include:
   a. Determining the number of core courses offered by departments
   b. Developing guidelines for selection of Further Studies courses, subject to Senate approval and approve courses for Further Studies credit
c. Developing the concept of Issues and Perspectives courses, according to the guidelines approved by the faculty
d. Soliciting proposals for Issues and Perspectives Courses
e. Approving proposed Issues and Perspectives Courses.
3. Develop and implement, in concert with the Coordinator of General Education, the assessment process for General Education.
4. Develop, implement, and assess, in concert with the Coordinator, the across-the-curriculum component of General Education.
5. Recommend changes to the program when necessary. Proposed changes will be considered by the Faculty Senate; major changes shall be considered at a general Faculty Meeting.
6. Develop and coordinate the General Education advising process.
7. Work with the Coordinator to develop the annual report on the assessment of General Education.
8. Report at least annually to the Faculty Senate regarding:
   a. The current core course offerings, including lists of courses and enrollments.
   b. The current Issues and Perspectives course offerings, including lists of courses and enrollments
   c. Any changes in the list of core courses and Issues and Perspectives courses.
   d. Results of assessment of general education courses.
   e. The extent of implementation of Issues and Perspectives courses.
   f. Any problems or difficulties regarding the program, with recommendations for improvement.

HONORS COMMITTEE
Composition: 11
9 Faculty, one chosen from each of the Senate divisions
1 Student
Director of the Honors Program (ex officio, non-voting)

Selection: Standard

Charges:

1. Counsel the director and review the director's activities.
2. Review and recommend changes as needed to the Honors Program.
3. Consult with the director regarding students who want to undertake independent study leading to a degree with departmental honors
4. Annual reports to the Senate shall include recommendations made to and actions taken by the Honors Director.

LIBRARY COMMITTEE
Composition: 16

8 Faculty, one chosen from each of the Senate divisions, except University Libraries
1 Representative appointed by the Graduate Council
2 Students -- one graduate and one undergraduate
5 University Libraries staff (ex officio, non-voting): Dean, Coordinator for Collection Development, Associate Dean for Access Services, Head of Reference, Associate Dean of Administration
Selection: Standard

Charges:
1. Advise and make recommendations to the Dean of University Libraries concerning all aspects of long-range development of library services and facilities in support of Wichita State University.
2. Advise the Dean of University Libraries in identifying and articulating long-term institutional priorities in library services and facilities, including collection development and in updating of collection development planning statements, and information systems development as related to hardware, software and systems support.
3. Advise and make recommendations to the Dean of University Libraries on library policies and procedures.
4. Advise the Dean of University Libraries on the organization of library services.
5. Consult and coordinate with the Computing and Telecommunications Strategic Planning committee with respect to information services and infrastructure, as well as support for library facilities and systems.
6. Annual reports to the Faculty Senate should treat the status of the University Libraries long-range plan; noting what has been accomplished; as well as, if applicable, how and why the plan has been revised. Reports should summarize for the Senate new policies or revisions to existing policies, including the expected consequences for faculty and students.

**PLANNING AND BUDGET COMMITTEE**

Composition: 12

Faculty Senate President (chair)
Faculty Senate President-elect
Faculty Senate Past President
9 Faculty, elected as sitting senators, one from each of the Senate divisions

Selection: Standard for the nine members elected from the Faculty Senate, three to be elected by the Senate each year to serve a three-year-term.

Charges:
1. Provide the Executive Committee of the Faculty Senate with reports as tasks are completed from their annual written charge of specific topics and projects to the Faculty Senate Planning & Budget committee.
2. Identify and define the most appropriate avenues for faculty participations in the planning and budget process.
3. Advise the faculty representative to university budget committee (President of the Faculty Senate) and the Provost and Vice President for Academic Affairs and Research, (the administrative representative of the faculty), on faculty concerns and priorities related to budget policies.
4. Review all matters relating to university planning and budgets, and expenditures including budget policies and assumptions.
5. Develop for faculty perspective on strategic issues and direction of the University, through direct participation with the Provost and Vice President for Academic Affairs and Research, college/school/University Libraries deans, department chairs, Faculty Senate and appropriate university-level planning groups.
6. Participate in the development of the legislative request budget.
7. Meet and confer with representatives of the Board of Regents and state agencies as they may request.
8. Review the revisions/reallocation process that occurs after the legislature determines the actual budget allocations to the University, including the allocation of salary increase funds held by the Provost and Vice President for Academic Affairs and Research.
9. Provide the faculty senate with regular reports on the activities of the committee regarding developments in the planning and budget preparation process.
10. Make recommendations to the Faculty Senate and to the Administration in matters related to university planning and budgets.
11. Advise and consult with the President of the Faculty Senate and the President-Elect of the Faculty Senate on budget matters before their scheduled meeting with the Provost and Vice President for Academic Affairs and Research.

RETRENCHMENT ADVISORY AND APPEALS COMMITTEE
Composition: 9

7 Chairs of the Advisory and Appeals Committee for Retrenchment, from the W. Frank Barton School of Business, the degree-granting College/Schools, and the University Libraries
1 Student
University Affirmative Action Officer (ex officio, non-voting)

Selection: Chairs of Advisory and Appeals Committee for Retrenchment are chosen according to the same procedures used in selecting Tenure and Promotion Committee chairs or by other procedures adopted by the faculty of the college/school/University Libraries staff.

If a college/school/University Libraries elects the membership of its Tenure and Promotion Committee and of its Retrenchment Committee, separate elections must be held for each committee. Overlapping membership will be permitted, if it arises out of separate elections.

If some portion of the membership of the Tenure and Promotion Committee of a college/school/University Libraries is appointed, and/or if some portion of the membership of the college/school/University Libraries Retrenchment Committee is appointed, then no more than half of the members of either committee may simultaneously be members of the other. The Rules Committee has the authority to grant an exception to this regulation for a particular college/school/University Libraries, if such a request for exception can be justified.

Charges:
1. Review regularly the status of the University and its component parts in relation to those aspects relevant to possible financial exigency.
2. Participate in preventive planning for the University prior to a declared exigency.
3. Review and consider policies that could help avoid a declaration of financial exigency, including early retirement or semi-retirement, shared positions, faculty retraining and faculty reassignment.
4. Review University and college/school/University Libraries plans for retrenchment should a declaration of financial exigency be necessary.
5. Serve as an appeals committee, and otherwise function during periods of financial exigency as described in the Policies and Procedures for the Reduction of Unclassified Staff for Reasons of Financial Exigency, a copy of which is available in the Office of the Faculty Senate.

RULES COMMITTEE
Composition: 11

9 Faculty, one chosen from each of the Senate divisions
President-elect of the Senate (chair)
Vice President of the Senate
Selection: Standard

Charges:

1. Recommend changes to the Senate rules and constitution to the Senate and update the rules and constitution to reflect changes passed by the Senate.
2. Recommend changes to the bylaws of the University Faculty and updates the bylaws to reflect any changes made.
3. Recommend to the Senate procedures and policies for the Senate elections. The Vice President of the Senate conducts the elections.
4. Recommend to the Senate changes to the Senate committee structure and changes in the procedures for appointing faculty, administrators, and staff to these committees, and nominate candidates for the committees to the Senate for its approval. In making nominations the committee is not restricted to nominations from Senate categories or committee preference forms, but should strive to create the strongest and most effective committees.
5. Review and suggest changes in the Faculty Grievance Procedure and coordinate its implementation.
6. Interpret the Rules and Constitution of the Faculty Senate.

SCHOLARSHIP AND STUDENT AID COMMITTEE

Composition: 12

9 Faculty, one chosen from each of the Senate divisions
1 Student
1 Representative from the Admissions Office (non-voting)
Director of Financial Aid, or designated replacement (non-voting)

Selection: Standard

Charges:

1. Review the actions of the Financial Aid Office and the Admission Office as they relate to scholarships and student aid.
2. Recommend and review procedures for selection and termination of scholarships and financial aid administered by the Financial Aid Office and the Admission Office.
4. Participate in the Distinguished Scholarship Invitational (DSI) competition and send observes to the selection committee.
5. Act as a final appeals board for students with scholarship grievances.
6. Annual reports to the Senate shall include recommendations to and actions taken by appropriate administrators.

TENURE AND PROMOTION COMMITTEE

Composition: 12

6 Chairs of Tenure and Promotion Committees for the degree-granting college/schools
1 Chair of the Tenure and Promotion Committee for University Libraries
2 Faculty at-large
1 Student (non-voting)
President and President-Elect of the Senate (ex officio, non-voting)
Provost and Vice President for Academic Affairs and Research (ex officio, non-voting)
Dean of the Graduate School (ex officio, non-voting).
(Ex officio members shall not be present at the meeting when final votes are taken.)

Selection: Chairs of Tenure and Promotion committees in the degree-granting college/school/University Libraries are chosen according to procedures established in their respective college/school/University Libraries, or unit. They are elected to two-year staggered terms. Faculty at-large are selected according to standard procedures for naming members to Faculty Senate committees, except that they shall be from different Faculty Senate divisions, and shall be full-time, tenured faculty members with the rank of associate professor or higher. Faculty at-large members serve for three years. Ex officio and faculty at-large members may not serve while a candidate for promotion or incentive review, or while on sabbatical leave. Replacement appointments shall be made as needed, following standard procedures.

Charges:
1. Implement university-wide policies and procedures for awarding tenure and promotion.
2. Coordinate the Tenure and Promotion Calendar.
3. Specify the format for documentation in support of Tenure and Promotion Review, with a view to developing comparable standards throughout the University while recognizing essential college/school/University Libraries differences.
4. Formulate transmittal, reporting, and appeals procedures for awarding tenure and promotion.
5. Ensure that there are university-wide procedures for notifying the relevant administrators and those faculty members for whom tenure decisions must be made before reappointment.
6. Review tenure and promotion cases in accordance with the University Tenure, Promotion, and Appeals Procedure.
7. Review college/school/University Libraries guidelines for tenure and promotion according to the schedule in the Handbook for Faculty, 3.62, ensuring the guidelines are consistent with university guidelines.
8. Report to the Faculty Affairs Committee for review issues of concern in tenure policies and tenure and promotion guidelines.

UNDERGRADUATE RESEARCH COMMITTEE
Composition: 12
9 Faculty, one chosen from each of the Senate divisions
1 Student
1 Representative of the Office of Research Administration (non-voting)
Director of the Honors Program

Selection: standard

Charge: Administer and review the Undergraduate Research Forum.

Article I section 1(a) rev. 5-7-07
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/upsenate](http://www.wichita.edu/upsenate) 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:
Kim Sandlin President 2011-12
Office of Undergraduate Admissions
Kim.sandlin@wichita.edu 978-5427
Unclassified Professional Senate 2011-12

Academic Affairs Division

<table>
<thead>
<tr>
<th>Senator</th>
<th>Term through</th>
<th>Title and Unit</th>
<th>Ext</th>
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<tbody>
<tr>
<td>Edie Brown</td>
<td>June 2012</td>
<td>Academic Affairs Staff Assistant - Provost Office</td>
<td>5052</td>
</tr>
<tr>
<td>Connie Dietz</td>
<td>June 2013</td>
<td>Dir Cooperative Education and Work-Based Learning</td>
<td>6988</td>
</tr>
<tr>
<td>Gina Crabtree</td>
<td>June 2013</td>
<td>Associate Registrar</td>
<td>3089</td>
</tr>
<tr>
<td>Jim Pearce</td>
<td>June 2013</td>
<td>Media Resources</td>
<td>7775</td>
</tr>
<tr>
<td>Jill Walker</td>
<td>June 2013</td>
<td>LAS Advising</td>
<td>3700</td>
</tr>
<tr>
<td>William Vanderburgh</td>
<td>June 2013</td>
<td>Office of Faculty Development/Student Success</td>
<td>3379</td>
</tr>
<tr>
<td>Cheryl Miller</td>
<td>June 2012</td>
<td>Assistant Dean for College Outreach - LAS</td>
<td>6659</td>
</tr>
<tr>
<td>Becky North</td>
<td>June 2012</td>
<td>WIN Support &amp; Trainer - UCATS</td>
<td>3871</td>
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<tr>
<td>Daniel Larrea</td>
<td>June 2013</td>
<td>University Computing</td>
<td>5065</td>
</tr>
<tr>
<td>Mike Wood</td>
<td>June 2012</td>
<td>Exec Dir Media Resource Center; Asst Professor</td>
<td>7750</td>
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Campus Life and University Relations Division

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<tr>
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<tbody>
<tr>
<td>April Keim</td>
<td>June 2012</td>
<td>Assistant Director - Financial Aid</td>
<td>5027</td>
</tr>
<tr>
<td>Grady Landrum</td>
<td>June 2012</td>
<td>Dir Disability Services</td>
<td>6970</td>
</tr>
<tr>
<td>(Past President)</td>
<td></td>
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<tr>
<td>Delinda Royse</td>
<td>June 2012</td>
<td>Dir Development Campus Life University Relations</td>
<td>6675</td>
</tr>
<tr>
<td>Kim Sandlin</td>
<td>June 2012</td>
<td>Assistant Director of Admissions</td>
<td>5427</td>
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<tr>
<td>(President)</td>
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Administration and Finance Division

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<tbody>
<tr>
<td>Lana Anthis</td>
<td>June 2013</td>
<td>Associate Director of Human Resources</td>
<td>6166</td>
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## President and General Counsel Division

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<tbody>
<tr>
<td>Rege Klitzke</td>
<td>June 2012</td>
<td>ICAA - Sr Assoc Athletic Director for Business Operation</td>
<td>5824</td>
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## At-Large Members

<table>
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Will be appointed in Fall of 2011

## WSU Foundation - Ex Officio Member

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<th>Term through</th>
<th>Title and Unit</th>
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<tbody>
<tr>
<td>Pam Chamberlin</td>
<td>June 2010</td>
<td>Development Dir. - Foundation</td>
<td>3839</td>
</tr>
<tr>
<td>Topic</td>
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<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
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<tr>
<td>ADAAA-Americans with Disability Act Amendments Act</td>
<td>Libby Gilbert</td>
<td><a href="mailto:Libby.gilbert@wichita.edu">Libby.gilbert@wichita.edu</a></td>
<td>316.978.6124</td>
</tr>
<tr>
<td>Affirmative Action – Officer for Classified Employees</td>
<td>Matthew Johnston</td>
<td><a href="mailto:Matthew.johnston@wichita.edu">Matthew.johnston@wichita.edu</a></td>
<td>316.978.6123</td>
</tr>
<tr>
<td>Applicant Assistance</td>
<td>Tonya Cruz</td>
<td><a href="mailto:Tonya.Cruz@wichita.edu">Tonya.Cruz@wichita.edu</a></td>
<td>316.978.3061</td>
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<tr>
<td>Applicant Assistance</td>
<td>Cyndy Hodge</td>
<td><a href="mailto:Cyndy.hodge@wichita.edu">Cyndy.hodge@wichita.edu</a></td>
<td>316.978.3556</td>
</tr>
<tr>
<td>Background Checks – Classified/Unclassified/Faculty</td>
<td>Cathy James</td>
<td><a href="mailto:Cathy.james@wichita.edu">Cathy.james@wichita.edu</a></td>
<td>316.978.3554</td>
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<tr>
<td>Background Checks – Classified/Unclassified/Faculty</td>
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<tr>
<td>Background Checks – Graduate Students</td>
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<td>316.978.6149</td>
</tr>
<tr>
<td>Background Checks – Classified/Unclassified/Faculty</td>
<td>Tonya Cruz</td>
<td><a href="mailto:Tonya.Cruz@wichita.edu">Tonya.Cruz@wichita.edu</a></td>
<td>316.978.3061</td>
</tr>
<tr>
<td>Billings-Departmental</td>
<td>Shelly Kellogg</td>
<td><a href="mailto:Shelly.kellogg@wichita.edu">Shelly.kellogg@wichita.edu</a></td>
<td>316.978.6122</td>
</tr>
<tr>
<td>Classified-Exit Interviews</td>
<td>Margene Webster</td>
<td><a href="mailto:Margene.webster@wichita.edu">Margene.webster@wichita.edu</a></td>
<td>316.978.6149</td>
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<tr>
<td>Classified-Signup/Payroll</td>
<td>Margene Webster</td>
<td><a href="mailto:Margene.webster@wichita.edu">Margene.webster@wichita.edu</a></td>
<td>316.978.6149</td>
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<tr>
<td>Community Service Coordinator</td>
<td>Lana Anthis</td>
<td><a href="mailto:lana.anthis@wichita.edu">lana.anthis@wichita.edu</a></td>
<td>316.978.6166</td>
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<tr>
<td>Disability-Long Term</td>
<td>Vacant 1</td>
<td><a href="mailto:Vacant1@wichita.edu">Vacant1@wichita.edu</a></td>
<td>316.978.6121</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Cathy James</td>
<td><a href="mailto:Cathy.james@wichita.edu">Cathy.james@wichita.edu</a></td>
<td>316.978.3554</td>
</tr>
<tr>
<td>Electronic Personnel Action Forms (ePAF)</td>
<td>Cyndy Hodge</td>
<td><a href="mailto:Cyndy.hodge@wichita.edu">Cyndy.hodge@wichita.edu</a></td>
<td>316.978.3556</td>
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<tr>
<td>Electronic Personnel Action Forms (ePAF)</td>
<td>Nancy Thompson</td>
<td><a href="mailto:Nancy.thompson@wichita.edu">Nancy.thompson@wichita.edu</a></td>
<td>316.9786162</td>
</tr>
<tr>
<td>Electronic Personnel Action Forms (ePAF)</td>
<td>Julie Windham</td>
<td><a href="mailto:Julie.windham@wichita.edu">Julie.windham@wichita.edu</a></td>
<td>316.978.3644</td>
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<tr>
<td>Electronic Personnel Action Forms (ePAF)</td>
<td>Margene Webster</td>
<td><a href="mailto:Margene.webster@wichita.edu">Margene.webster@wichita.edu</a></td>
<td>316.978.6149</td>
</tr>
<tr>
<td>Employee Relations-Backup</td>
<td>Lana Anthis</td>
<td><a href="mailto:lana.anthis@wichita.edu">lana.anthis@wichita.edu</a></td>
<td>316.978.6166</td>
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<tr>
<td>Employee Relations-Primary</td>
<td>Matthew Johnston</td>
<td><a href="mailto:Matthew.johnston@wichita.edu">Matthew.johnston@wichita.edu</a></td>
<td>316.978.6123</td>
</tr>
<tr>
<td>Employee-Hourly Signup/Payroll</td>
<td>Joan Antes</td>
<td><a href="mailto:Joan.anthes@wichita.edu">Joan.anthes@wichita.edu</a></td>
<td>316.978.6151</td>
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<tr>
<td>Employment-Temporary Agency</td>
<td>Cathy James</td>
<td><a href="mailto:Cathy.james@wichita.edu">Cathy.james@wichita.edu</a></td>
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<tr>
<td>Employment-Temporary State</td>
<td>Cathy James</td>
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<td>Faculty-Exit Interviews</td>
<td>Nancy Thompson</td>
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<td>Faculty-Payroll/Sign-up</td>
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<td>Fair Labor Standards Act (FLSA)</td>
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<td>Payroll Questions</td>
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<td>Reports-Banner</td>
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</tr>
<tr>
<td>Voluntary Tax Sheltered Annuities</td>
<td>Vacant 1</td>
<td><a href="mailto:Vacant1@wichita.edu">Vacant1@wichita.edu</a></td>
<td>316.978.6121</td>
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<tr>
<td>Webmaster-HR</td>
<td>Shelly Kellogg</td>
<td><a href="mailto:Shelly.kellogg@wichita.edu">Shelly.kellogg@wichita.edu</a></td>
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<tr>
<td>Wellness/Employee Assistance</td>
<td>Vacant 1</td>
<td><a href="mailto:Vacant1@wichita.edu">Vacant1@wichita.edu</a></td>
<td>316.978.6121</td>
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<tr>
<td>Workers Compensation Claims</td>
<td>LaMar Brown</td>
<td><a href="mailto:Lamar.brown@wichita.edu">Lamar.brown@wichita.edu</a></td>
<td>316.978.3068</td>
</tr>
<tr>
<td>Workers Compensation Claims-Backup</td>
<td>Julie Windham</td>
<td><a href="mailto:Julie.Windham@wichita.edu">Julie.Windham@wichita.edu</a></td>
<td>316.978.3644</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 and that they should have no expectation of privacy regarding such 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 University's Chief Information Officer 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, 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.

13. Users should understand that while the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing and information technology resources require the backup and caching of data and communications; the logging of activity; the monitoring of general usage patterns; and other such activities that are necessary for the rendition of service. The University may also specifically monitor the activity and accounts of individual users of University computing and information technology resources, including individual login sessions and the contents of individual communications, without notice to the user, provided, however, that any individual monitoring must be authorized in advance by the University's Chief Information Officer in consultation with the Executive Director of University Computing and the University's General Counsel.

14. The use of E-mail to send, upload, download, post, transmit or store fraudulent, harassing, sexually explicit or pornographic materials (unless reasonably related to a faculty member's research), child pornography (as defined by state or federal law), profane, libelous, threatening, intimidating or other unlawful messages is specifically prohibited.

**Implementation:**
The Chief Information Officer shall have primary responsibility for the publication and implementation of this University policy.

**Effective Date:**
March 17, 1998

**Revision Date:**
December 18, 2003
November 18, 2008
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.
.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 Campus Life and University Relations, 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 Campus Life and University Relations 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, Director of Student Conduct and Community Standards, and Medical Director of Student Health Services. This committee reports to the Vice President for Campus Life and University Relations.

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 Campus Life and University Relations.

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
January 18, 2011

(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, noncoercive 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. Conduct which is prohibited by this policy can be manifested physically, verbally, in writing, or through other forms of communication such as email or text messaging. To the extent that individuals are protected from a "hostile environment" it must be understood that the University cannot protect its constituents from 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 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. An 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 to 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 the Provost and Vice President for Academic Affairs and Research, 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 will 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 Campus Life and University Relations 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 party 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 Provost and 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 Provost and 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 Provost and 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. PROCEEDURES FOR CLASSIFIED AND UNCLASSIFIED PROFESSIONALS AND STUDENTS

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.
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 and/or the Director of Human Resources 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, the Director of Equal Employment Opportunity (or designee) or the Director of Human Resources (or designee) 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.
- Advise 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. Reporting complaints of sexual harassment:

a. Complaints Against Classified and Unclassified Professionals. 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 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. The complaint may also be initiated directly with the Director of Equal Employment Opportunity or the Director of Human Resources.

b. Complaints Against Students. Complaints by students, faculty members, classified and unclassified professionals against students may be made to either the Office of Campus Life and University Relations, the Director of Equal Employment Opportunity or the Director of Human Resources. For further information about
the procedures for sexual harassment complaints against students see Section 8.11, Prohibiting Sexual Harassment of Students, and Section 8.05, Student Code of Conduct, of this manual.

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 or Director of Human Resources concerning the resolution of the complaint. Likewise, should the complaint be made to the Director of Equal Employment Opportunity or the Director of Human Resources, they 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 Campus Life and University Relations, a staff member will contact the Director of Equal Employment Opportunity.

4. The Director of Equal Employment Opportunity or the Director of Human Resources (or their designee) 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 or the Director of Human Resources (or their designee) 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 or the Director of Human Resources (or their designee), 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 or the Director of Human Resources (or their designee) 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 or the Director of Human Resources (or their designee) 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 and the Director of Human Resources 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 8.11 of this manual, Prohibiting Sexual Harassment of Students.

Revision Date:
August 4, 2000
December 1, 2008
January 15, 2010
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 sexual assaults.

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

Educational Programs:
Educational programs regarding sexual assaults are offered by the following:

- The Office of Student Life and Services
- Student Housing
- WSU Police Department
- Student Health Services
- Office of Multicultural Affairs
- Office of International Programs
- Selected academic courses

Potential Sanctions:
Sanctions for those responsible for rape, acquaintance rape or other sexual assaults (forcible or non-forcible) will be reviewed and considered using existing policies and procedures for faculty, unclassified professional employees or classified employees, as appropriate, and can include the termination of employment.

Procedures to Follow After a Sex Assault:
If a sexual assault 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 Human Resources if he or she does not wish to report it to the police. If the victim has bathed after the incident, a report should be filed.

Notification Options:
The victim is strongly encouraged to notify the WSU Police Department after an incident. The Office of Human Resources is available to assist the victim 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 Office of Student Life and Services and the Wichita Sexual Assault Center. Other assistance is available from any staff member of the Office of Human Resources.

**Implementation:**
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Director of Human Resources and the Vice President and General Counsel shall have primary responsibility for publication, dissemination and implementation of this University policy.

**Revision Date:**
November 13, 2006
3.08 / Public Employee Organizations, Associations, and Unions

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.

(Note: In reference to item 5 of the above policy, the reader should also refer to the Internal Mail Distribution System Policy at Section 20.13 of this manual.)
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
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
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.
2011 BENEFITS IN BRIEF
For Faculty and Unclassified Employees

RETIREMENT – KANSAS BOARD OF REGENTS

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

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 (Plan 457)

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

2011 MEDICAL PLANS
Effective date of coverage is the first day of the month following completion of a 30 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 access individual benefit websites.

Tanya Wickersham
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? [ ] No [ ] Yes
   If yes, what type of aid are you receiving? ________________________________

5. Have you received tuition assistance from this program in the past? [ ] No [ ] Yes
   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. For OHR Use Only:

Date last T.A. received: ____________________________ Approved: ____________________________

Grade: ____________________________ Disapproved: ____________________________
Employee Accident or Illness Report

Injured Person: □ Employee □ Student Employee

Name ___________________________ Age __________ Sex: □ Male □ Female

First Middle Last

Address ___________________________ City __________ State ________ Zip ________

myWSU ID# ___________________________ 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 Human Resources @ ext. 3068.)

Date of report  
Prepared by  
Employee or Supervisor

Name of employee’s immediate supervisor  
Extension

Distribution: Please forward to Human Resources, Campus Box 15, within three days of the incident.
About Student Life

Student Life is a unit within the division of Campus Life and University Relations. The unit provides ongoing leadership for eight departments 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.

See web site: http://webs.wichita.edu/?u=StudentLife&p=/index/
LEGAL SERVICES
107 Morrison Hall
978-6681 or 978-3021

The WSU Student Government Association funds a legal service program for currently enrolled WSU students. The program provides a free, 30-minute legal consultation with a local attorney for eligible students. Students should call one of the numbers listed above, or visit the Office of Vice President for Campus Life and University Relations, (Morrison Hall room 107), who will provide referrals to a local attorney. 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.

International Student Hardship Fund:
107 Morrison Hall
978-6681 or 978-3021

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 Vice President for 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 and are limited to only one hardship grant per their 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 can be found on the Student Conduct and Community Standards website: [www.wichita.edu/studentconduct](http://www.wichita.edu/studentconduct)
How to Refer to the Counseling & Testing Center

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 others.)

**Emergency Referrals:**

**During CTC Business Hours:**
- If the emergency occurs during business hours, 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 Center 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.

admission to various academic programs on campus. We also offer one of the course evaluation options on campus, IDEA.

**WSU Counseling & Testing Center**  
320 Grace Wilkie Hall  
978-3440  
http://www.wichita.edu/counselingtesting
What do you do when students MISS an exam and you don’t have time or an appropriate place to administer a make-up exam?

Contact the COUNSELING & TESTING CENTER!

320 Grace Wilkie Hall
Box 91
(316) 978-3440

One of our services to faculty is administering make-up exams. Students must provide current photo ID and there is an $8 fee. It is helpful if faculty who plan to use our make-up exam service will list the following information in the course syllabus:

Counseling and Testing Center
320 Grace Wilkie Hall
Bring: $8 exam fee & Photo I.D.

Faculty must fill out a “Test Information Form” to accompany the exam(s); we administer online as well as paper/pencil exams. It is the faculty member’s responsibility to provide all testing materials. Students do not need to schedule an appointment for make-up tests.

TESTING HOURS
8:00 a.m. – 5:45 p.m. Monday (when classes are in session)
8:00 a.m. – 4:45 p.m. Tuesday, Wednesday, Thursday, and Friday.

Students should allow enough time to complete the exam prior to the end of testing hours. No exams are started after 4:30 p.m. (or 5:30 p.m. on Mondays).
New Faculty Orientation: Graduate School

Welcome to WSU and greetings from the Graduate School.

The purpose of the Graduate School is to support and advance quality graduate education at WSU. We provide oversight on all administrative aspects of graduate education, we articulate a vision of excellence for the graduate community, and we strive to enhance the intellectual community of scholars composed of our faculty and students.

The Graduate School provides students the opportunity to pursue advanced study in forty-two master's, one educational specialist program, twelve doctoral programs, and two first professional degrees at the doctoral level. Nearly 3,200 students, or roughly one of every five WSU students, is a graduate student. The university is classified by the Carnegie Foundation as a doctoral granting research university (high research activity) and annually grants about sixty doctoral degrees and over 750 master's degrees. About 30% of our graduate students receive some kind of financial support for their graduate education.

At WSU (like at most institutions of higher education), we have a group of faculty called the “graduate faculty.” This group is responsible for the health and well-being of our graduate programs and graduate students. These faculty members --
- teach graduate courses
- mentor graduate students
- direct graduate student research (chair and serve on thesis and dissertation committees)
- involve graduate students in their research efforts

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. 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. Graduate Faculty Nomination Form and other necessary forms are available on our website: http://webs.wichita.edu/?u=gradschool&p=/index/.

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. 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.
Graduate School Administrators and Staff

The Graduate School staff is a team of professionals who work consistently to provide courtesy, knowledge, and assistance to our graduate student population, program faculty, and university administrators. Phone: 316-978-3095. Office: 107 Jardine Hall.

J. David McDonald, Dean
Chief Academic Officer

Abu Masud, Associate Dean
Chair of the Graduate Council
Chair of the Doctoral Sub-council
Graduate Faculty Membership
Budget Development
Graduate Program Assessment

Mara Alagic, Assistant Dean
Fellowships and Awards
Graduate Student Advisory Board
Exceptions to Regulations
Academic Performance

Denise Canoles, Assistant to the Dean
Program Information
Publications
Course Proposals
Computer Systems
Office Supervisor

Carol McCall, Secretary to the Deans
Appointment Calendars
Graduate Faculty Status
Graduate School Committees, Recording Secretary
Graduate Council Recording Secretary
Foundation Awards
Grade Changes
Financial Accounting

Connie Noble, Assistantship Specialist
Assistantship Appointment
Fellowship Appointments
Graduate Assistant Health Insurance
Payroll
Student Travel
Valerie Mounes, Degree Audit Specialist
Degree Audit Supervisor
Graduate Plans of Study
Certificate Completion
Oral Defense Scheduling
Thesis Approval for Binding
Commencement Activity

Carrie Henderson, Admissions Coordinator
Admissions Supervisor
Admissions Reporting and Statistics
Enrollment Eligibility
SEVIS Contact

Jane Hodge, Domestic Admissions Officer
Domestic Applications
Credential Evaluation - US Citizens & Permanent Residents

Jordan Oleson, International Admissions Officer
International Applications
International Credential Evaluation

Angela Hill, Degree Audit Assistant
Graduation Compliances

Receptionist
Telephone Response, General Office Support, Mail Distribution
The Graduate Faculty  
Wichita State University  

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 student's. 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* (2010-2011). 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/](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](http://webs.wichita.edu/inaudit/ch8_04.htm).
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:

<table>
<thead>
<tr>
<th>Number Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>No credit courses</td>
</tr>
</tbody>
</table>
| 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

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  12-4-09
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 co-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; tenured/tenure-track faculty (or equivalent) at another accredited university (US or international), or an individual with nationally or internationally recognized research/scholarly/creative achievement (documentation required).
- 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

Practicing Professional
Responsibilities may include graduate teaching, serving as member on thesis and dissertation committees, and graduate student mentoring
Criteria for awarding standings:
- 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

Shaleah Fields, Administrative Assistant
shaleah.fields@wichita.edu or 978-3440

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.
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://mrinterview.wichita.edu/mrIWeb/mrIWeb.dll?I.Project=WELCOME1. A quick way to get to this link is at our website at www.wichita.edu/sslab. Click on mrInterview in the navigation bar. For additional information, please contact Sandy or Charlie at ext. 3384.

**Website.** Our departmental website can be found at www.wichita.edu/sslab. At our website you can find information about all our services. You can even download the 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
Sandra (Sandy) Ranney, Associate Director 978-5984 sandra.ranney@wichita.edu
Evaluation, Matrix, and Signature Form for Faculty and (Teaching) Unclassified Professionals for Calendar Year 2011

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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does not meet expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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>
</table>

**Excellence**

**Intellectual Exploration (Research/Creative Work)**

**Enhance Learning (Teaching)**

**Support (Service)**

**Retain**

**Recruit**

*Insert table data here*
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          Date

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 2011_____
(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>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>

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

<table>
<thead>
<tr>
<th>Committee of Activity</th>
<th>Role</th>
<th>Dates or ongoing</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>
Section 1: Generation 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>
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</thead>
<tbody>
<tr>
<td>Meets expectations</td>
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<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.

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<td>Meets expectations</td>
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</tr>
</tbody>
</table>
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

06/14/2010
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.
DEPARTMENTAL REVIEW FOR TENURE

Candidate ________________________________

Academic Year of the Review: ___________

Mandatory Tenure Review ☐yes ☐no

Candidate’s Department ________________________________

Candidate’s College/School/University Libraries ________________________________

Departmental Review Committee recommendation:

_________ (# yes) ________ (# no) _______ (# abstain)

Signature of the Committee Chair ________________________________

Evaluative statement added to primary dossier? ☐ Date: ___________

Departmental Review Committee

Is the Departmental Review Committee made up of:    All Dept. Faculty ☐ Elected subset of Dept. ☐

Faculty ☐ or Special Committee (with some/all members outside dept.) ☐

Please Print your name below
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Please Sign your name below
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________________________________

Department Chair’s Recommendation for Tenure: yes ☐ no ☐

Signature of the Department Chair ________________________________

Evaluative statement added to primary dossier? ☐ Date: ___________

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

Signature of Candidate ________________________________ Date: ___________
COLLEGE/SCHOOL/UNIVERSITY LIBRARIES TENURE

Candidate

Academic Year of the Review

Candidate’s Department

Candidate’s College/School/University Libraries

College/School/University Libraries Review Committee recommendation:

[ ] (# yes) [ ] (# no) [ ] (# abstain)

Signature of the Committee Chair

Evaluative statement added to primary dossier? [ ]

Date: __________

College/School/University Libraries Review Committee

Please **Print** your name below

Please **Sign** your name below

Signature of the Dean

Evaluative statement added to primary dossier? [ ]

Date: __________

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

Signature of Candidate

Date: __________
UNIVERSITY REVIEW FOR TENURE

Candidate ____________________________________________

academic Year of the Review ________________
Candidate’s Department __________________________________
Candidate’s College/School/University Libraries ________________________

University Promotion Review Committee recommendation:
_________ (# yes) _________ (# no) ________ (# abstain)

Signature of the Committee Chair: ___________________ Date: __________

Evaluative statement added to primary dossier? ☐ Date: __________

University Review Committee

Please Print your name below Please Sign your name below

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Provost and Vice President for Academic Affairs and Research yes ☐ no ☐

Signature of the Provost: __________________________________________

Evaluative statement added to primary dossier? ☐ Date: __________

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

Signature of Candidate ___________________________________________ Date: __________

President’s Approval Promotion: yes ☐ no ☐

Signature of the President: ___________________________________________ Date: __________
DEPARTMENTAL REVIEW FOR PROMOTION

Candidate: ____________________________________________

Academic Year of the Review: __________

Application for promotion to: Associate Professor ☐ Full Professor ☐

Candidate’s Department _____________________________

Candidate’s College/School/University Libraries _____________________________

Departmental Review Committee recommendation:

_________ (# yes) _________ (# no) _______ (# abstain)

Signature of the Committee Chair _______________________________________

Evaluative statement added to primary dossier? ☐ Date: __________:

Departmental Review Committee

Is the Departmental Review Committee made up of: All Dept. Faculty ☐ Elected subset of Dept.

. Faculty ☐ or Special Committee (with some/all members outside dept.) ☐

Please Print your name below Please Sign your name below

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Department Chair’s Recommendation for Promotion: yes ☐ no ☐

Signature of the Department Chair _______________________________________

Evaluative statement added to primary dossier? ☐ Date: __________

CANDIDATE: I have seen all additional materials that have been requested and that will be added to my file

and forwarded to the College committee for consideration. Signing this form does not constitute agreement.

Signature of Candidate ____________________________________________ Date: __________


COLLEGE/SCHOOL/UNIVERSITY LIBRARIES PROMOTION

Candidate __________________________________________

Academic Year of the Review ________________

Application for promotion to:  Associate Professor ☐  Full Professor ☐

Candidate’s Department ________________________________

Candidate’s College/School/University Libraries ________________________________

College/School/University Libraries Review Committee recommendation:

_________ (# yes) _________ (# no) ________ (# abstain)

Signature of the Committee Chair _________________________________________

Evaluative statement added to primary dossier? ☐  Date: _____________

College/School/University Libraries Review Committee

Please Print your name below

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Dean of the Candidate’s College/School/University Libraries Recommendation:  yes ☐  no ☐

Signature of the Dean _________________________________________

Evaluative statement added to primary dossier? ☐  Date: _____________

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

Signature of Candidate ____________________________________________  Date: _____________
UNIVERSITY REVIEW FOR PROMOTION

Candidate

Academic Year of the Review

Application for promotion to:  Associate Professor  □  Full Professor  □

Candidate’s Department

Candidate’s College/School/University Libraries

University Promotion Review Committee recommendation:

________  (# yes) ________  (# no) _______  (# abstain)

Signature of the Committee Chair:

Evaluative statement added to primary dossier? □  Date: ____________

University Review Committee

Please Print your name below

Please Sign your name below

Provost and Vice President for Academic Affairs and Research

Signature of the Provost:

Evaluative statement added to primary dossier? □  Date: ____________

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

Signature of Candidate  ____________________________  Date: ____________

President’s Approval

Signature of the President: ____________________________  Date: ____________
I. General Information

Name:

Last Update:

US Citizen or Permanent Resident: Yes ☐ No ☐

Tenured: Yes ☐ No ☐ Date of Tenure:

Graduate Faculty Membership Category:
Date:

Education: (Institution, Degree, Year)

Academic Appointments at WSU and Other Institutions: (Institution, Academic Rank, Year)

Other Employment Related to Your Professional Activity: (Organization, Year)

Membership in Professional, Honorary and other Learned Societies: (Organization, Year)
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 the role of the faculty member in the department or unit within the University:
II. **Teaching Information** *(need to 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. **Evaluation Information on Teaching:**

1. Student evaluations
2. Other available evaluations
   a. Peer evaluations
   b. Departmental Chairperson’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; referred/invited)
D. Publication Information (indicate extent of contribution made to jointly authored items)

1. Refereed articles in international, national, and regional journal 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? Compensations?)
9. Citations of your work and reviews or abstracts of you 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); 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 Faculty 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 consultantships contributing to professional development (In general, not routine, regularly schedules 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)

V. 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?

<table>
<thead>
<tr>
<th>Enrollment Numbers</th>
<th>Percentage of Departmental Majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem_____Yr________</td>
<td>Sem_____Yr________</td>
</tr>
</tbody>
</table>

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**

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<table>
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<tbody>
<tr>
<td>Date</td>
<td>Signature</td>
<td>Approval*</td>
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<td>C</td>
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<td>Disapproved □ Approved</td>
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<tr>
<td>K</td>
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<td>Disapproved □</td>
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</tbody>
</table>

### B. Dept. Course Number and Name Level

- Department Curriculum Committee  
  *(if no committee exists, faculty member signs)*
- Department Chair
- College Curriculum Committee
- College Dean *(A copy to be sent to the SGA Academic Committee for comment - Return copy to Academic VP)*
- General Education Committee *(for all General Education courses) (GE courses must also be accompanied by a GE Form)*
- Graduate Council *(for select graduate courses)*
- Graduate Dean *(for all courses numbered 500 or above)*
- University Curriculum Committee *(for all courses affecting students and/or programs in more than One College)*
- Provost and Vice President for Academic Affairs and Research

### L. Copies of signed original (curriculum change form, course outline, and routing sheet) sent by Provost and Vice President for Academic Affairs and Research to:

- Department Chair  
- Dean

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

- Records
- Assistant Registrar

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

### 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:**
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 WSU Faculty,

It is with pleasure that I would like to welcome you to the Wichita State University community! At the University Libraries, we are dedicated to helping you be successful during your transition as new faculty, and we encourage you to visit the collections and services we have available for your teaching and research endeavors. As a modern research library, our holdings contain almost 2 million volumes of both print and digital resources with access to over 200 discipline specific databases in the Ablah Main Library, the Lieurance Memorial Music Library in MALIC, the McKinley Chemistry Library, and the WSU satellite campuses. The WSU Special Collections and University Archives also houses a wealth of historical resources, ranging from manuscript collections to rare incunabula.

From promoting faculty scholarship to encouraging student successes in your classes, librarians are here to assist you. Answering over 50,000 reference questions per year, librarians are available for consultation both within the library and online for subject specific research. We also encourage you to bring your classes to the library, as librarians teach an average of 400 instructional sessions each year on how to conduct research that adds to the quality of your student learning outcomes.

Your New Employee Information Binder contains the 2011/2012 University Libraries Handbook, which should answer many questions you might have. Please visit our web site http://libraries.wichita.edu and feel free to join our Facebook community.

Best regards,

Donald L. Gilstrap

Donald L. Gilstrap, Ph.D.
Dean of University Libraries
2011-2012

LIBRARY USE HANDBOOK

FOR FACULTY AND
UNCLASSIFIED PROFESSIONALS
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://specia
tlcollections.wichita.edu.

For more information, contact:
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 nearly 2,000,000 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. Microforms are in the Reserve area.

The federal government documents components of the collections consist of around 750,000 items in paper, micro formats, CD and DVD-ROMs and maps. These collections are on the main floor at the southeast end of the Reference Area or in Reserve. They are arranged by Superintendent of Documents (SUDOC) numbers. Further clarification of the profile of these resources is included under “Government Documents.”

Ask a Librarian
Live Chat service staffed by reference librarians is available from the Library’s main page during hours when Ablah Library’s Reference Desk is open (http://libraries.wichita.edu/).

Book Acquisitions (See Purchases)

Book Delivery to Satellite Campuses
Faculty, staff and students may have books delivered to the West and South Campuses through the electronic Call Slip Program. Just find the item you want through the Libraries’ Online Catalog (http://libcat.wichita.edu/), click on Item Request and select your delivery point. Expect courier delivery within 48 hours.

Book Drops
Library users can return materials at Ablah Library through slots near the main entrance and behind the library. The West and South Campuses also have book drops.

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. 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 top right of the Libraries’ Web Page and on the Chemistry Library’s page at:

http://libraries.wichita.edu/ablah/index.php/more-information/50-chemlib

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. All University employees and their families, as well as the general public, are also welcome to use the collection. The books are found on the second floor of Ablah Library, with call numbers beginning in PZ. The collection includes over 14,000 titles for all ages of children and features both classic and new titles.

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, get change or send faxes. MALIC and the Chemistry Library also have circulation desks that provide various services.

For more information, contact:
Robyn Tiemeyer
Access Services Manager
Extension 5115 or E-mail robyn.tiemeyer@wichita.edu

Circulation Policy
The complete policy is online at http://library.wichita.edu/circulation/circguid.htm.
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/ProxyPermission_year_open.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.

Citation Searching
Library workshops are scheduled during summers to assist teaching faculty coming up for tenure and promotion in conducting citation searches for their publications. Training is provided for the Web of Science, the Journal Citation Reports, and other online tools. Faculty may also contact their library subject specialists directly for assistance. Here is a library web page that includes information and links
for faculty who want to explore options for conducting citation searches: http://libraries.wichita.edu/subsplus/subjects/CitSearch

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. You may send them in the online form linked from "Comments/Suggestions" in the upper left corner of the Libraries' main page, or directly to the appropriate administrator.

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. Online request forms are at http://libraries.wichita.edu/ablah/index.php/online-request-forms

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 request forms are available at the Course Reserves Desk and at the Reserve Department's online page, along with the Course Reserve Policy, which addresses compliance with current 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/

For more information, contact:
Kathi Adams, Course Reserves Assistant
Extension 5110
E-mail: kathi.adams@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 thousands of electronic books, including 13,000 net Library e-books, a statewide collection made available through a consortium of Regents Universities and the Kansas State Library. Links to individual e-books are also available in the University Libraries Online Catalog. For more information, see http://libraries.wichita.edu/ablah/index.php/ebooks

E-Journals
University Libraries has subscriptions to over 25,000 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.

Edmiston 24-Hour Study Room
The E.K. and Kathlien Edmiston 24-Hour Study Room is located on the northeast corner of the library. PCs, a laser printer and photocopier provide round-the-clock access to study and production space and equipment. Learn more at http://libraries.wichita.edu/ablah/index.php/studenttoolbox/51-24studyroom

Electronic Resources
University Libraries subscribes to more than 200 discipline-specific 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, 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.

EMPOWER (see Library Instruction and Information Literacy)

Facebook
Look for Wichita State University Libraries on Facebook.

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.
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.

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 available online at http://library.wichita.edu/circulation/circguid.htm.

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, contact:
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 and holds about 750,000 items in various formats. In addition, the Library is a state depository library and also holds materials disseminated by the City of Wichita and Sedgwick County.

The federal 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. Now that 95% of all titles from the federal government are born digital, there are links to thousands of online government titles in the University Libraries Online Catalog. For reference assistance, contact the Reference Desk (3584) or contact:

Nan Myers, Associate Professor and Government Documents Librarian
Extension 5130
E-mail: nan.myers@wichita.edu

Help Desk
Adjacent to the Reference Desk on the main floor of Ablah Library. Get help using library computers and print stations. Register your laptop or other wireless device here.

Homepage
The University Libraries homepage at http://libraries.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 200 online databases, over 25,000
unique e-journals contained in over fifteen publisher and vendor packages, 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 click on “See all hours” at the top right of the Libraries' homepage at [http://libraries.wichita.edu/](http://libraries.wichita.edu/)

**Identification**
To check out library materials you must have a valid Wichita State University photo ID, which is produced at the Shocker Card 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, which is available at the Circulation Desk or online at [http://library.wichita.edu/circulation/Proxy_Permission2.pdf](http://library.wichita.edu/circulation/Proxy_Permission2.pdf)

**Indexes to Periodical Literature**
The library subscribes to many scholarly electronic indexes that cover journal, dissertation, and selected book literature of most disciplines. Most of these indexes can be accessed from any workstation on campus or from off-campus with a valid MyWSU ID and password. For more information see [http://library.wichita.edu/colldev/offcampus.html](http://library.wichita.edu/colldev/offcampus.html). A complete list of periodical indexes and other electronic reference sources, is available at [http://libraries.wichita.edu/subsplus/subjects/databases.php?letter=all](http://libraries.wichita.edu/subsplus/subjects/databases.php?letter=all)

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

**Information Commons**
The main floor of Ablah Library can be described as an “information commons,” since it offers an environment that addresses student needs by bringing together technology, content, services and expertise in a convenient, compact area. Other phrases that address this concept are “Knowledge Commons” and “One-Stop Shopping.”

**Information Literacy** (See Library Instruction and Information Literacy)

**Interlibrary Loan (ILL) 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. Journal articles usually are e-mailed to you within 24-48 hours of your request. Most other 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://libraries.wichita.edu/ablah/index.php/interlibrary-loan](http://libraries.wichita.edu/ablah/index.php/interlibrary-loan)

For information call:
Interlibrary Loan Office
Extension 3167
Internet Access
Internet access is provided on all of the 200 public workstations in Ablah Library, Branch Libraries for Chemistry and Music, and the 24-Hour Study Room. The campus network provides off-campus Internet access to the Library’s electronic resources. Students and faculty may borrow laptops for library use through the Circulation Desk, or may access the network through their own laptop after registering it on the WSU Wireless Registry found at My WSU→My Tools. Or, bring your laptop to the Library Help Desk for assistance.

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://libraries.wichita.edu/ablah/index.php/interlibrary-loan

Leisure Reading Collection
A small Leisure Reading collection is maintained on the east wall of the Reserve 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

Liaison Librarians
WSU Libraries’ liaison librarians provide students, faculty and staff specialized assistance in their areas of expertise, supporting the academic programs of the university. They
• Provide research assistance in person, by phone, e-mail and IM
• Offer scheduled, subject-focused research consultations for students and faculty,
• Collaborate with students and faculty on research projects,
• Develop and maintain subject-focused resource or subject guides and research portals,
• Select and manage library resources in assigned subject areas,
• Communicate with academic departments,
• Instruct classes on research strategies and resources.
A list of liaison (or subject) librarians can be found at http://libraries.wichita.edu/subsplus/subjects/staff.php?page=biname

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 contact:
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 consists of the University Libraries Online Catalog, access to more than 200 electronic databases, and subject guides to research by academic topic, course, or topics of interest. The 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**
Faculty 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](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, which can be taken online or in a classroom setting -- *Introduction to Library Research* (LASI 170). University Libraries also participates in WSU 101.

Librarians are interested in partnering with the teaching faculty to develop appropriate library and Internet research components of their courses. Liaison librarians can be embedded in Blackboard courses and all of them maintain subject-specific online resource pages in their fields.

**EMPOWER** is an information literacy tutorial developed by a team of librarians at the WSU Libraries, and can be found online at [http://library.wichita.edu/empower/](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)

**Live Chat** (see Ask a Librarian)

**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.

**MALIC** (See also Music Library)
The Music and Languages Innovation Center includes scores, sound recordings and basic music reference materials, as well as a state-of-the-art listening laboratory. Located in 313 Jardine Hall.
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. In addition, a popular movie collection has been established by the SGA/SAC. 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 outside the Library 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. Ablah Library has readers and reader-printers. Copies may be made for ten cents per page. For assistance with this equipment, go to the Reserve Desk.

Mobile Site
Library resources can be reached by mobile devices at http://libraries.wichita.edu/mobile/

Music Library
Location: The Thurlow Lieurance Memorial Music Library is now located in Room 313 Jardine Hall, housing an extensive collection of performance scores and sound recordings. All of these holdings are listed in the online catalog. Scores and sound recordings circulate to faculty. A state-of-the-art listening laboratory is available through the adjacent Languages Innovation Center (MALIK). Access to all electronic databases owned or licensed by University Libraries is also available via workstations (both PCs and MACs).

The Music Library’s schedule varies during summer sessions and holidays and is posted on its 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, visit the Music Library, or call 978-3029.

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

Newspapers
University Libraries subscribes to some 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, such as the New York Times and the Wichita Eagle are available on microfilm. Historical and current newspaper coverage is offered through electronic databases. See the subject guide titled “News and Current Events" for a list of useful databases at http://libraries.wichita.edu/subsplus/subjects/News, or consult the Reference Desk for assistance (978-3584).
New Titles List
A listing of new titles (new acquisitions) added to the collections is found on the opening screen of the University Libraries Online Catalog under the *New Titles* tab. New titles may be searched by author, title, subject, or call number.

Other Research Libraries
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.

**OCLC Reciprocal Faculty Borrowing Program:** University Libraries is a member of OCLC’s Reciprocal Faculty Borrowing Program, which supports access to most major U.S. academic and research libraries. The program facilitates scholarly research by extending a range of library privileges to faculty members at participating institutions. More than 259 institutions participate in the program, including UC at Berkeley, Carnegie Mellon, the University of Illinois, MIT, and the Newberry Library, to name a few. WSU faculty members may take advantage of this program by contacting the Interlibrary Loan Librarian. For a complete list of participating institutions, please contact: Interlibrary Loan Office, Extension: 3167.

Patent and Trademark Resource Center
The WSU library is a designated depository and research center by the U.S. Patent and Trademark Office. Serving the state of Kansas, as well as WSU students, faculty and staff, information and training are available to assist patrons in conducting a patent or a trademark search. Instructional sessions and workshops can be arranged.

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:
Shocker Card Center
Extension 2273

or
Access Services Manager, Extension 5115

Policies
All policies of University Libraries can be found on the library’s homepage.

For borrowing and use policies see:
http://libraries.wichita.edu/ablah/index.php/borrowinguse-policies

For purchase and collection policies see:
http://library.wichita.edu/colldev/home.html
Printing or Downloading
You may print from the computers in the Reference Area, Reserves Area, Edmiston 24-Hour Study Room, on each floor of the Ablah Library, and from stations in the two branch libraries. Printing is seven cents per page and is paid through the debit function on your Shocker Card. You may also bring your own flash drive or memory stick to the library to download information from the Internet or computer databases. Some databases and the online catalog provide an e-mail option. Color printing is also available in the Reserve area of Ablah Library for $0.75 per page.

Purchases
Books and Other Materials: There is a “Purchase Request Form” online at http://library.wichita.edu/circulation/requests.htm. 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. Other ways to request an item: 1) forward a written request (via campus mail or email) directly to your liaison librarian or fill out an “order recommendation card” at the Reference Desk, which will also be forwarded to your liaison 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, but they can be “rush” ordered. 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 60,000 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. You are encouraged to forward any requests for new journals to your liaison 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 / Help Desk
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. You may also call the Reference Desk at extension 3584, email a liaison librarian, or use the online chat instant messaging (access at the Library’s main page). For more information see http://library.wichita.edu/wuknows/. Reference librarians are also available by appointment.

Reference Service Desk hours (Fall and Spring Sessions)
Monday-Thursday 9:00 am – 7:00 pm
Friday 9:00 am – 5:00 pm
Sunday 1:00 pm – 5:00 pm

During intersessions, the Reference Service Desk is generally open from 9:00 am to 5:00 pm, Monday through Friday. For Summer hours, see the Library’s online site.
Help Desk – staffed whenever the Library is open. Teams of technology professionals and graduate students are available to assist with laptop conversion to wireless, Blackboard and other issues. The Help Desk is a combined effort of University Libraries and University Computing.

Reproduction Service
Researchers may apply to request reproductions of documents, maps, photographs and other materials in Special Collections.

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

Shocker Open Access Repository (SOAR)
SOAR is the University Libraries’ institutional repository located at http://soar.wichita.edu. SOAR provides a stable and secure digital environment for the University’s intellectual output and archives, allowing the content to be distributed worldwide. Content includes articles, manuscripts, books and book chapters, journals, theses and dissertations, conference proceedings, technical reports, newsletters, classroom materials and images. 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** offers 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

**Textbook Collection**
The aim of this collection is to assist students who may not be able to afford textbooks or who may be delayed in purchasing them. Textbooks purchased for this collection generally cost $100 or more, and are required for classes with high enrollment. Attempts were made to represent each instructional college of the University in the collection. Current textbooks from the Libraries’ general collection were also added to the ones purchased. Additional information can be found at [http://library.wichita.edu/circulation/textbook.html](http://library.wichita.edu/circulation/textbook.html)

**Twitter**
Follow us on Twitter at [http://twitter.com/#!/wsulibrary](http://twitter.com/#!/wsulibrary)

**Videos** (see Media Resources)
Visiting Professors
Visiting professors may receive library privileges at the request of their department chair. For more information, contact
- Robyn Tiemeyer
  Access Services Manager
  Extension 5115
  E-mail: robyn.tiemeyer@wichita.edu

Wireless Network (see Internet Access)
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.
The Office for Faculty Development and Student Success

115A Neff Hall
978-3209, Campus Box 97
e-mail: ofdss@wichita.edu
web site: http://www.wichita.edu/ofdss

Staff

William L. Vanderburgh  Ph.D., Executive Director of OFDSS
(search in progress August 2010), Director of the Emory Lindquist Honors Program
Jane Rhoads, Director of Undergraduate Success Programs
Patrice, Administrative Specialist

Guiding Principles

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

Goals

- Support students, especially those new to WSU, by focusing on their positive adjustment to academic requirements and life on campus.
- Support faculty members by offering professional tools to aid their classroom effectiveness and increase their satisfaction in teaching.
- Increase the university’s success in attracting and retaining students who are well prepared for college-level work and making steady progress toward graduation.

The Faculty Advisory Council (FAC)

The Office for Faculty Development and Student Success 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 Executive 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.
Media Resources Guide for the WSU Main Campus and Satellite Campuses

PHYSICAL PLANT (x3444): Chalk, furniture repair, lights, temperature

COLLEGE DEPARTMENT: Erasable markers, requests for next semester classroom

MRC CAMPUS MEDIA SERVICES (x3588): Equipment for classrooms or presentations in…
- Ahlberg (excluding rooms listed below), Duerksen (excluding Miller Concert Hall), Fiske, Geology, Heskett, Henrion, Hubbard classrooms, Jabara, Jardine, Lindquist, McKinley, Mc Knight, Neff and Wilner (excluding auditorium/theatre) and most classrooms in Wallace.
- Special events on- and off-campus.
- Room reservations for Jabara Master Classrooms 104, 126, 127 and 128.
- www.wichita.edu/mrc
- www.wichita.edu/elearning (Blackboard, Panopto, etc.)
- Main reception desk (x3575)

WALLACE HALL ROOMS 113A & 123 (x3400): tamre.bohn@wichita.edu

AHLBerg HALL ROOMS 110 & 110A, 104 media classrooms; 100A, 114 computer classrooms with media capability, (x5617): Susan.wells@wichita.edu or (x5593): Jennifer.anozie@wichita.edu (All other Ahlberg mediated classrooms are maintained by Campus Media Services.)

CLINTON & DEVLIN (x 4444): Help Desk. Doit@wichita.edu
- Key checkout and room training only

CLINTON & DEVLIN (X4444): Mike.vaughan@wichita.edu
- To report equipment malfunctions

CORBIN TECHNOLOGY CENTER (x3429): Amy.belden@wichita.edu or Georg.schirmer@wichita.edu

WEST CAMPUS (x8312): Augustine.iacopelli@wichita.edu or (x8313) Krysti.carlson@wichita.edu or (x8310) Jasmine.allen@wichita.edu

SOUTH CAMPUS (x8008): Michael.yeung@wichita.edu

UNIVERSITY COMPUTING & TELECOMMUNICATION SERVICES (UCATS)
- HELP (x4357) http://webs.wichita.edu/?u=erp&p=/HelpDesk
- Questions regarding Ethernet and computers not maintained by MRC.
- myWSU and Banner BannerHelp@wichita.edu

RSC RESERVATIONS (x3475): LetsMeet@wichita.edu RSC Reservations provides basic audio services in many rooms in the Rhatigan Student Center and room reservations for most buildings across the main campus except “Master Classrooms” in Jabara. Campus Media Services provides supplemental audio/visual services in rooms throughout the RSC and CAC Theatre as required.

PERFORMANCE FACILITIES (x3587): Dianna Beat, perf.facilities@wichita.edu Performance Facilities provides audio & lighting production services in the Metropolitan Complex, CAC, Wilner, Wiedemann and Duerksen theaters; support for all musical performances and outdoor events requiring microphones.

HUGHES METROPOLITAN COMPLEX, EUGENE M. (x3258): metropolitan.complex@wichita.edu The Metropolitan Complex provides facilities for both the WSU and Wichita communities for special events such as meetings, conferences, lectures and performances for large and small audiences. Most media resources are provided in-house with supplemental support by Campus Media Services and Performance Facilities.

MARCUS WELCOME CENTER (x3475): LetsMeet@wichita.edu The Marcus Welcome Center provides facilities for the WSU community for special events such as meetings, conferences and lectures for moderately-sized audiences. Facilities are booked through the RSC Reservations office. Most media resources are provided in-house. Please contact Niledy Casiano (x5425) niledy.casiano@wichita.edu with audio/visual needs after booking your room. (Document updated June 8th, 2011)
University Computing & Telecommunications Services

JABARA HALL

<table>
<thead>
<tr>
<th>Service</th>
<th>Room</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</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>
<tr>
<td>Unified Help Desk</td>
<td></td>
<td>(316) 978-4357</td>
<td></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:

Dr. Ravi Pendse
Phone 978-3010
ravi.pendse@wichita.edu
Administration & Strategic Planning

Jim Rogers
Phone 978-3880
jim.rogers@wichita.edu
Enterprise Applications Services

Keith Neufeld
Phone 978-3789
keith.neufeld@wichita.edu
Networking and Operations

Steve Dickerson
Phone 978-3906
steve.dickerson@wichita.edu
Resource and Support Services

Jason Holmes
Phone 978-3503
jason.holmes@wichita.edu
Systems Architecture Services

John Rankin
Phone 978-5069
john.rankin@wichita.edu
Telecommunications

Muhammad Usmani
Phone 978-5131
Muhammad.usmani@wichita.edu
Shocker Technical Assistance Center
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:
- Dell 92 processor 3.6 GHz Xeon cluster
- Dell 60 processor 3.6 GHz Xeon cluster
- Dell 18 node 2.3 GHz cluster, each node with quad 8-core Opteron processors

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

Users:
130 faculty and students in 9 departments and centers

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

Wichita State University
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                                       Martha Lewis
Director, Disability Services                      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
SENIR 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.
TRIO Disability Support Services

TRIO Disability Support Services (DSS) assists undergraduate students with disabilities through academic support, resources, and services enabling them to persist and graduate from Wichita State University. The program’s qualified staff protects the dignity and values of all DSS participants and encourages them in their pursuit of a baccalaureate degree and quality employment. Our services include:

- Academic Advising and Personal Counseling
- Textbook Loan
- Career Choice Advising
- Individualized Tutoring
- Financial Assistance
- Financial Literacy
- Study/Life Skills Instruction
- Study/Life Skills Video Loan
- Computer and Calculator Loan
- Computer and Technology Lab Use
- Scholarship and Financial Aid Advising
- Graduate School Selection and Information
- Degree Planning and Course Selection Assistance
- Campus and Community Involvement Opportunities

For more information, please contact us at:

TRIO Disability Support Services
158 Grace Wilkie Annex
Phone: (316) 978-5949
Fax: (316) 978-5948
www.wichita.edu/dss

Martha Lewis, Director
Phil Bowers, Assistant Director
Billie Melugin, Academic Advisor/Tutor Coordinator
Shanda Burch, Administrative Specialist/Database
AT WICHITA STATE UNIVERSITY, WHERE DO STUDENTS GO FOR...

Note Taker

Taped Textbooks

Academic and Financial Advising

Test Taking Assistance

Adaptive Computer Labs

Study Skills Workshops

Sign Language Interpreters

Career Advising & Graduate School Information

Assistance To and From Classes

Scholarship Opportunities

Office of Disability Services
150 Grace Wilkie Annex
978-3309

TRIO Disability Support Services
158 Grace Wilkie Annex
978-5949
Cooperative education and internship opportunities help recruit, retain and reward young talent who are vital to the future of our city.

During the 2009-2010 academic year, 495 students graduated from Wichita State University with cooperative education or internship credit hours. These graduates were sent a survey; a total of 223 (45%) students responded. These are the results of this survey.

**Employer Evaluation Results**

At the end of every semester, our employers are asked to evaluate their WSU cooperative education or internship student employee. Students are evaluated on a scale of 1-5:
1 – Unsatisfactory; 2 – Needs Improvement; 3 – Satisfactory; 4 – Good; 5 – Excellent.

Listed below are the average results of 828 employer evaluations.

- **Interpersonal Skills** 4.5
- **Communication Skills** 4.4
- **Work Culture** 4.5
- **Organization/Planning** 4.4
- **Technology** 4.5
- **Evaluation of Work Habits** 4.6
2009-2010 Totals
Placements ......................... 970
Credit Hours Earned ............... 1,570
Dollars Earned ..................... $4,183,887
Hours Worked ....................... 333,193
Average Wage per Hour .......... $13.31

Student Placement Data
Total Co-op & Internship Student Placements | 970

Student Evaluation Results
During the 2009-2010 academic year, there were 970 student placements in cooperative education or internship positions through our office. Of these students, 91% completed an evaluation about their cooperative education / internship experience. Listed below is a summary of the results.

- 98% gained practical knowledge in their career field
- 87% developed effective written skills
- 99% acquired new knowledge from job responsibilities
- 97% developed oral communication skills
- 99% experienced professional growth
- 97% developed problem solving skills
- 97% had more confidence about finding a job after graduation
- 97% agreed their co-op/internship placement prepared them to enter the job market
- 99% would recommend the Cooperative Education program to a friend

Co-op / Internship Students GPA

- 2.0 - 2.4 GPA: 1%
- 2.5 - 2.9 GPA: 16%
- 3.0 - 3.4 GPA: 37%
- 3.5 - 4.0 GPA: 46%

Get Trained, Get Paid, Get Credit

At Wichita State University, the Office of Cooperative Education & Work-Based Learning provides you with many unique career-developing opportunities. Through cooperative education (co-op) and internships, on-the-job career experience is waiting for you! Deciding on a career is not an easy task, but discovering the features offered by participating in a co-op or internship is an important first step. Visit us online at www.wichita.edu/coop

Program Qualifications

- **Barton School of Business**
  2.25 GPA and 24 cumulative hours

- **Education**
  2.5 GPA and 12 cumulative hours

- **Engineering**
  2.75 GPA and 24 cumulative hours

- **Fine Arts**
  2.5 GPA and 24 cumulative hours

- **Health Professions**
  2.5 GPA and 24 cumulative hours

- **Liberal Arts and Sciences**
  2.0 GPA and 24 cumulative hours

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

**Barton School of Business Coordinator**
Sara Muzzy
978-6986
sara.muzzy@wichita.edu

**College of Education Coordinator**
Cathy Ellsworth
978-6987
cathy.ellsworth@wichita.edu

**College of Liberal Arts & Sciences Coordinator**
Jennifer Brantley
978-6144
jennifer.brantley@wichita.edu

**College of Engineering Coordinator**
Suja Mathew
978-6984
suja.mathew@wichita.edu

**College of Health Professions Coordinator**
Connie Dietz
978-6988
connie.dietz@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 foreign 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 undergraduate academic and Intensive English 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 and orientation 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
* provides program of 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

Revised 5/24/2010
Office of International Education
Wichita State University
316-978-3232

Executive Director
Armin Gerhard

Admissions
Pamela Kocaturk
Donna Martinson
Joan Peterson

Admissions Supervisor
Vince Altum

Arrival services and housing coordination
Courtney Lockhart

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 Christensson
Heather Grohe
Ebony Freeman
(Academic students)

Immigration documents -IELC students
Theresa Turenne

Initial response information for prospective students
Gina Rosas

Mailing Admissions letters (Post-Admissions)
Courtney Lockhart

Orientation - Academic students
Shan Jabara

Pre-Admissions (document processing)
Terri Reed

Marketing and Recruitment of international students
Vince Altum

Registration - IELC students
Gina Rosas

Residency questions - IELC students
Sue Werle

TOEFL records
Rebeca Tuttle

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
Rebeca Tuttle

Study Abroad
Shan Jabara

Tuberculosis Testing
Theresa Turenne

Revised 06/20/2011
Global Learning and preparing graduates for the 21st century

**Why does Wichita State University have a Global Learning program?**

The unprecedented challenges that our graduates will face stem from the increasing interconnectedness, interdependence, and diversity of life in the 21st century. It is incumbent upon us as educators to help them prepare to meet these challenges. First, we need to realize that the current generation of students and the world into which they will graduate bear no resemblance to that of ours. We are strangers in this world. Second, the current trend of declining support for public education will require a different approach to learning in which the learner is more active, engaged, independent, and globally connected. Third, the careers of 21st century graduates will be less a job or series of jobs in the 20th century sense and more a flow from one project team to another. Fourth, these project teams are likely to be multilingual, multicultural, and globally distributed. Fifth, global challenges, such as viral pandemics, cyber-warfare, pollution, energy, and water quality will require multidisciplinary and multinational collaboration. Examples such as the reversal of Ozone depletion or the design of the Boeing 787 airliner are beyond the resources or capabilities of any one nation. Success in the 21st century world will hinge on having life-long strategies to take multiple perspectives needed for intercultural communication and collaboration.

**How does Global Learning research at WSU help?**

An international, interdisciplinary, collaborative research program has been underway since the establishment in 2001 of a distinguished professorship, endowed by the Boeing Company. The program’s aim is to increase our understanding of how people develop their intercultural communication competence and then to use this understanding to devise practical learning strategies and tools. The *Cage Painting* metaphor, *Third Place Learning* environment, and the *Perspective Sharing Perspective Taking* online role-play simulator are some of those strategies and tools. These are shared via web sites, refereed publications, and books. The expertise developed by key faculty in the Global Learning program at WSU is sought after internationally for training workshops and conference keynotes in Japan, Australia, Russia, Austria, Mexico, and India.

**What can you do to help prepare the 21st century graduate?**

Join the [thirdplacelearning.ning.com](http://thirdplacelearning.ning.com) and [global-learning-wsu.ning.com](http://global-learning-wsu.ning.com) sites to learn and share with a rapidly growing group of educators around the world in different disciplines and cultures. Attend one of our conferences (e.g. iccc7-conference.ning.com), international workshops, for-credit courses, or research seminars. Read one of our new books, *Third Place Learning*[^1] or *Locating Intercultures*. Get to know Global Faculty in your college. Contact Glyn Rimmington, Distinguished Professor of Global Learning, 316 978 6140, 316 768 9952 glyn.rimmington@wichita.edu. Attend our regular, informal Wednesday evening research discussions.

Satellite Campuses’ Mission Statement

Wichita State University satellite campuses are committed to extending the resources of Wichita State University to our constituents through high quality programs, excellent student services, and a friendly learning environment.

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 WSU West Campus offers a variety of courses to meet the needs of our students. 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 social work classes are available.

The West Campus is the home to the new “WSU Complete” adult degree completion program. All class sessions are offered in an eight-week format during evenings and on weekends (generally two days a week). Students efficiently move through the program as a group, taking the guesswork out of meeting requirements necessary to earn their degrees.

Degrees currently offered in the program are bachelors in; business administration, criminal justice, general studies, and sport management.

The friendly West Campus staff offers services including help with undergraduate admission, registration and enrollment, financial aid, payment of tuition and fees, and Shocker ID cards. Electronic WSU bookstore services are available with on-site delivery for faculty and students. The WSU library is available through electronic check out and drop box returns.

The Shocker wireless network is available to students throughout the facility. The facility offers 17 technology-enhanced classrooms, a computer lab, faculty offices, a student services office, faculty/student lounge, and student study area. A lighted parking area accommodates up to 750 vehicles. Faculty parking is located adjacent to the west side of the building. In addition, a security officer is on site when most classes are in session.

Staff Contact:

Susan Norton, Director of Satellite Campuses and Workforce Development
Phone extension: 8315 (West Campus) or 8017 (South Campus)
E-mail: susan.norton@wichita.edu

Augustine Iacopelli, Assistant Director, West Campus
Phone extension: 8312
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Nicole Graves, Assistant Director, WSU Complete
Phone extension: 8406
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Krysti Carlson-Goering, Educational Specialist
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E-mail: krysti.carlson@wichita.edu

Jasmine Allen, Senior Administrative Assistant
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E-mail: jasmine.allen@wichita.edu
Satellite Campuses’ Mission Statement

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Services Offered:
The WSU South Campus in Derby serves the residents of the Sedgwick County area through undergraduate and graduate curriculum. The diverse curriculum includes general education courses, as well as special programs including the Accelerated Nursing Program, the teacher-training PET program, and other specialized courses. Classes are offered mornings, afternoons, evenings, and week-ends in 16-week, 8-week, and more compressed time frames.

The South Campus staff is committed to assist students and faculty in every way to provide a high quality learning and teaching experience. 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 are also available. The Interactive Distance Learning classroom has additional High-Definition capability that allows broadcasting and receiving presentations to and from remote sites. The Shocker wireless network is available to students throughout the facility. Faculty offices, a faculty lounge, a conference room, and a student services office are available. Electronic WSU bookstore services are available with on-site delivery for faculty and students. The WSU library is available through electronic check out and drop box returns. A large lighted parking lot is immediately adjacent to the building, which is handicap accessible. On site security is provided.

Staff Contact:
Susan Norton, Director of Satellite Campuses and Workforce Development
Phone extension: 8017 (South Campus) or 8315 (West Campus)
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Sandra Bartlett, Senior Administrative Assistant:
Phone extension: 8003
E-mail: sandra.bartlett@wichita.edu
Phone extension: 8004
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.
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 Orléans**

Wichita State University has a Kansas Board of Regents official Exchange Program with the University of Orléans in France. A four week study abroad program welcomes students who may earn up to 6 hours of credit transferable to WSU during the summer. The Exchange Program also offers a semester or AY of study abroad for up to 12 hours of French credits per semester. Students from Orléans also come to study at W.S.U. every semester. Faculty exchange is another feature of that program. Questions? Please e-mail Dr. Brigitte Roussel at brigitte.roussel@wichita.edu
Heskett Center

- Cardio room
  - Precor AMT w/flatscreen TV
  - Lifefitness elliptical w/flatscreen & IPOD dock
  - AND MORE...
- Gymnastics room
- Machine & free weights
- Combatives room
- Dance studios
- Men’s & women’s locker rooms
- Five full length basketball courts (also used for volleyball or badminton)
- 200 meter six lane running track
- 25ft Climbing wall
- Natatorium
  - 25y x 25m swimming pool
  - diving well (1m boards)
- Circuit training room
- Squash court
- 6 racquetball / handball courts

Check out gear (basketball, tennis racquets, etc.) with your Shocker ID at our equipment window.

Heskett Center Fall/Spring Hours

Mon. - Fri.: 6a.m. - 10p.m.
Saturday: 9a.m. - 6p.m.
Sunday: 1p.m. - 6p.m.
check website for holiday/interim hours

WSU Faculty/Staff Memberships

WSU Faculty/Staff - any person currently employed at WSU, and meets the requirements for a Faculty/Staff Shocker ID Card. Faculty/Staff with a WSU Shocker ID Card may purchase memberships for themselves, their spouse (individual married to Faculty/Staff), and/or dependents (children 18 years of age and under that are currently living in the immediate household). Family members must show a photo ID when obtaining a Heskett Center ID card. The fee schedules are as follows.

Payroll deduction is available for annual memberships in the below categories. It is a one time sign up process for continuous access. For more information contact 978-3082.

Memberships for salary range: $0 - 26,999

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Annual</th>
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<tbody>
<tr>
<td>Faculty/Staff</td>
<td>$16.68</td>
<td>$16.68</td>
<td>$8.05</td>
<td>$39.68</td>
</tr>
<tr>
<td>Spouse</td>
<td>$31.05</td>
<td>$31.05</td>
<td>$20.70</td>
<td>$79.35</td>
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<tr>
<td>Dependent(s) 6+ yrs</td>
<td>$24.15</td>
<td>$24.15</td>
<td>$20.70</td>
<td>$66.13</td>
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<tr>
<td>Faculty/Staff &amp; Spouse</td>
<td>$47.73</td>
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<tr>
<td>F/S &amp; Spouse &amp; Dep.</td>
<td>$71.88</td>
<td>$71.88</td>
<td>$49.45</td>
<td>$171.93</td>
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Memberships for salary range: $26,999 - 46,999

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<tr>
<td>Faculty/Staff</td>
<td>$23.58</td>
<td>$23.58</td>
<td>$14.95</td>
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<tr>
<td>Spouse</td>
<td>$31.05</td>
<td>$31.05</td>
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<tr>
<td>Dependent(s) over 6 yrs</td>
<td>$24.15</td>
<td>$24.15</td>
<td>$20.70</td>
<td>$66.13</td>
</tr>
<tr>
<td>Faculty/Staff &amp; Spouse</td>
<td>$54.63</td>
<td>$54.63</td>
<td>$35.65</td>
<td>$125.35</td>
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<tr>
<td>F/S &amp; Spouse &amp; Dep.</td>
<td>$78.78</td>
<td>$78.78</td>
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<td>$192.05</td>
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Memberships for salary range: $47,000 & over

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<th>Summer</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff</td>
<td>$30.48</td>
<td>$30.48</td>
<td>$21.85</td>
<td>$80.50</td>
</tr>
<tr>
<td>Spouse</td>
<td>$31.05</td>
<td>$31.05</td>
<td>$20.70</td>
<td>$79.35</td>
</tr>
<tr>
<td>Dependent(s) over 6 yrs</td>
<td>$24.15</td>
<td>$24.15</td>
<td>$20.70</td>
<td>$66.13</td>
</tr>
<tr>
<td>Faculty/Staff &amp; Spouse</td>
<td>$61.53</td>
<td>$61.53</td>
<td>$42.55</td>
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<tr>
<td>F/S &amp; Spouse &amp; Dep.</td>
<td>$85.68</td>
<td>$85.68</td>
<td>$63.25</td>
<td>$225.40</td>
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</table>

In addition to 100 hours each week of open recreational time, we offer the following services:

- Therapeutic Massage
- Chair Massage on Location
- Smart Start Orientation
- Fitness Assessment
- Personal Training
- Personal Training on Location
- Group Personal Training
- Dietary Analysis
- Fitness Classes
- Body Composition Testing
- Exercise Incentive Programs
- Available to give a variety of presentations on fitness & wellness topics.

Join Fitness/Wellness on Facebook
@ www.facebook.com
Search: Wichita State Fitness & Wellness

Special Events

- Watermelon Wednesday
- American Red Cross Blood Drive
- Pumpkin Run - 5k
- Spring Health Fair

Check out gear (basketball, tennis racquets, etc.) with your Shocker ID at our equipment window.

CAMPUS RECREATION contributes to the health, education, and development of faculty and staff, by offering quality programs and services. Through offering diverse recreational opportunities in a clean, safe, secure and accessible environment Campus Recreation enables maximum participation.
Intramural Sports

The intramural program at WSU provides faculty & staff the opportunity to participate in a reasonably competitive recreation program.

Fall Sports
- Bench Press
- Flag Football
- Hispanic Heritage Soccer Tournament
- Homerun Derby
- Indoor Futsal
- Intertube Water Polo
- NCAA & NFL Pigskin Picks
- Pumpkin Run (5k)
- Racquetball Singles & Doubles
- Softball
- Swim Meet
- Tennis Singles & Doubles
- Volleyball

Spring Sports
- Badminton Singles & Doubles
- Basketball
- Basketball Pentathlon
- Billiards
- Bowling
- Football Combine
- Golf Scramble
- Soccer
- T-Shirt Design Contest
- Table Tennis Singles & Doubles
- Kickball

Aquatics Programs

Aquatic Department offers
- Stroke Clinics
- Adult Swim Lessons
- Private Swim Lessons for all ages
(For more information please call 978-5289.)

Pool Hours
Mon. - Fri.: 6:30a.m. - 8:30a.m.
11:30a.m. - 1:30p.m.
4:00p.m. - 8:00p.m.
Saturday: 1:00p.m. - 5:00p.m.
Sunday: 1:00p.m. - 5:00p.m.

Camp WU

A family-friendly program sponsored by the Heskett Center. Camp WU Shock is a fun day camp for children ages 5 to 12. The program is designed to keep children involved, active, and safe on their days off from school.

Info: 978-5311 or www.wichita.edu/campwu

Therapeutic Massage

is available at the Heskett Center

Benefits of Massage
- Alleviate low-back pain and improve range of motion
- Exercise and stretch weak, tight or atrophied muscles
- Increase joint flexibility
- Lessen depression and anxiety
- Promote tissue regeneration, reducing scar tissue and stretch marks
- Reduce spasms and cramping
- Relax and soften injured, tired, and overused muscles
- Reduce headache frequency

Specialty Massage*:
- Thai Yoga
- Hot Stone
- Sport
- Deep Tissue
- Prenatal
- Reflexology

Frequent Relaxer Program:

Are you committed to your health and relaxation? If so we will save you money! Purchase a punch card for 10 one-hour massages and save! Punch cards will be stapled to your massage card and kept at the Heskett Center.

Chair Massage on Location:
Call 978-5286 for more information on massage at your office.

To schedule an appointment: call 978-3082 or stop by the Heskett Center front desk.

Sign up for Heskett Headlines
our monthly e-news & event e-blast list
www.wichita.edu/heskettnews

Join Intramurals on Facebook
@ www.facebook.com
Search: Wichita State University Intramurals
Administrative Activities: The Office of Environmental Health & Safety is responsible for ensuring that all operations at 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:


Recycling Program: Orphan Chemicals, Precious Metals Recovery

Records and Reports: Kansas Department of Health & Environment (KDHE) Safety Inspections and Corrective Actions, Kansas State Fire Marshal Safety Inspections and Corrective Actions, Annual Waste Monitoring Reports; KDHE; Environmental Protection Agency (EPA).


Chemical Hygiene Plan: 29 CFR 1910.1450

Critical Incident Planning Group (CIPG): Dr. Miller is Chair of the CIPG, one of five technical groups that are each a component of the WSU Emergency Operations Plan (EOP).

WSU Safety Committee: Dr. Miller is member 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.

Training is available in these subject areas: Radiation Safety, Laboratory Safety, Respirator Use and Maintenance, Emergency Response, Compressed Gases, Confined Spaces, Hearing Protection, Electrical Safety, Lock Out/Tag Out, Emergency Building Coordinator, Chemical Safety, Personal Protective Equipment, Biohazards, Hazardous Waste Handling and Disposal, Hazard Communication Program, Material Safety Data Sheets, Spill Response, Emergency Response - Biological/Chemical/Radioactive, First Responder (Awareness Level), Fire Safety, First Aid & CPR, Bloodborne Pathogens, Theatre Safety, and Nanomaterials Safety. Advanced training is also available in each of these areas.

MD: EHS Overview for Orientation 2011
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.

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 out. We have responded to grass, flowerbed and trashcan fires because cigarettes were not properly extinguished.

DECORATIONS
Some decorations ignite easily and allow fire to spread quickly. Holiday decorations and material attached to ceilings and wall 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.

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(s). 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.
- 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 not 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.

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.

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.
- **D** - Certain combustible metals such as magnesium, titanium and potassium. They may react violently with water or other chemicals and must be 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. **A** - Aim the nozzle at the base of the fire.
   b. **S** - Squeeze the handle while holding extinguisher upright.
   c. **S** - Sweep the nozzle from side to side at base of fire.

**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:
   a. Stand close to the load with your feet apart for balance.
   b. Bend your knees and keep your back straight.
   c. Keep a good grip and get set.
   d. Lift smoothly and use your leg muscles. Do not twist.
   e. 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.

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 05/11
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.
### Crime Statistics 2006 - 2008

*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>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Sex Offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Burglary</td>
<td>12</td>
<td>10</td>
<td>4</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>2</td>
<td>5</td>
<td>4**</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Hate Crimes</td>
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**2 reported to WPD**

**Arrests for the following crimes committed on campus**

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>10</td>
<td>15</td>
<td>13</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Weapons Possession</td>
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**Arrests for the following crimes committed at the Residence Halls**

<table>
<thead>
<tr>
<th></th>
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<th>2008</th>
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</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>1</td>
<td>0</td>
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</table>

**Crimes committed at NON-CAMPUS locations, including Fraternities and Sororities**

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offenses</strong></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>2</td>
<td>4</td>
<td>1*</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>1*</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

*reported to WPD*
# Crimes committed on Public Property

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<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>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

# Arrests for crimes committed on NON-CAMPUS locations, including Sororities and Fraternities

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>10</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

# Referrals for the following crimes occurring on campus, residence halls, fraternities and sororities

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>75</td>
<td>83</td>
<td>67</td>
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<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>2</td>
<td>0</td>
<td>6***</td>
</tr>
</tbody>
</table>

***no firearms