



# Policies and Procedures

## 4.01 / Faculty Appointments

### 1. Appointment Notice

Faculty appointments are formalized by an appointment form or notice that states the term of \_\_\_\_\_

employment, salary, faculty rank, and appointment status. Appointment notices for the next academic

dean of accomplishment of the conditions of appointment.

6 **Interim Faculty Appointments**

- C. procedures for recommending salary increases and performance reviews;
- D. procedures for reappointment or non-reappointment decisions;
- E. procedures that apply in cases of financial exigency or the dissolution of one of the academic

will return to the primary department.

A copy of the offer of appointment will be given to the appointee and will be placed in his/her personnel file in the Office of Academic Affairs. Should any unresolved disagreements arise among the participating units and/or faculty member, the joint appointment shall be dissolved in accordance with the provisions of the written agreements.

#### 11. Standards for Non-Reappointment



# Delicious and Delicious

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Procedures and policies established for sabbatical leaves are as follows:

1. The applicant prints or downloads the WSU Application for Sabbatical Leave and the

~~Board of Trustees Sabbatical Leave Agreement Form~~

other institutions for travel related to academic and professional development for occupational



# *Policies and Procedures*

## **4.045.06 / Resolution of Internal Disputes for Faculty**

### **Introduction**

The collegial atmosphere of the University community is best served through informal resolution of disputes. To resolve internal disputes, to assure careful consideration of personnel actions and

complaints and to safeguard academic freedom, Wichita State University provides for the



to such a meeting or discussion has the same limited responsibilities as an invited faculty colleague, unless he/she has regular, pre-existing administrative responsibilities for the issues being discussed.

When a faculty member invites a colleague to attend such a meeting or discussion, he or she assumes responsibility for any loss of confidentiality that results from that colleague's actions.

The presence of an invited colleague does not imply that a written record of the meeting must be

kept; it does not preclude any participant from submitting a summary memorandum to others

Complaints based on the following are excluded from this grievance procedure:

- Tenure and Promotion
- Retrenchment
- Hiring Decisions
- Traffic Fines
- Library Fines
- Dismissal for Cause

- Sexual Harassment
- Complaints of Unlawful Discrimination

**C. Time Limits**

The complaint form should be filed within three months from the date on which the act/s which  
gave rise to the grievance occurred or the date on which the act/s became known. All

grievance procedures, including but not limited to grievance hearings, are suspended from May 18 to August 18. Grievances filed during that period will be processed as if filed on August 18.

**G. Convener**

Conveners will be drawn from a panel of ten tenured faculty members. This panel of conveners

2. Stipulate to the facts, if possible.

present to the Review Committee, and establish a deadline for that exchange which shall be no later than five class days before the formal hearing. A party to the grievance may not present any documents to the Review Committee at the grievance hearing unless they have been provided to the other parties to the grievance by the foregoing deadline.

4. Identify the witnesses whom each party intends to call at the grievance hearing.

5. Discuss the participation of arbitrators to the parties who are not and shall not act as arbitrators.

D. At the Review Committee's discretion, during the course of the hearing the grievant may be invited to amplify the statement of complaint; the other party may be asked to explain defense.

both parties may call witnesses; the Review Committee and the Convener may question both

parties and all witnesses.

Either party to the grievance may appeal the decision of the Provost and Senior Vice President

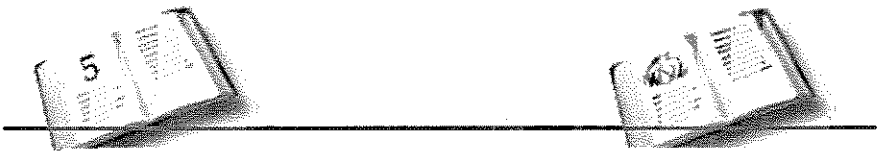
receipt of the Provost and Senior Vice President's decision, requesting an appeal of that decision

**Revision Date:**

3/15/2014

March 15, 2014

August 2017





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# *Policies and Procedures*

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## **4.065.08 / Statements on the Professional Rights and Responsibilities of Faculty**

### **Academic Freedom:**

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of the teacher's academic duties. The faculty member is entitled to freedom in the classroom in discussing the subject, but the faculty member should be careful not to introduce controversial matter which has no relation to the subject.

As members of the Faculty of the Wichita State University, faculty members have specific rights and responsibilities with respect to the academic rules, regulations, and programs of the University, University governance, and faculty governance. These rights and responsibilities are outlined and summarized in this policies and procedures manual. These specific provisions reflect standards and expectations recognized by the academic professions throughout the United

States.

THE UNIVERSITY OF KANSAS STATE UNIVERSITY

responsibility to their subject is to seek and to state the truth as they see it. To this end they

obligation to exercise critical self-discipline and judgment in their studies and transmission

behavior. Evaluation of students and the award of academic credit must be based on academic

performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

It is the mastery faculty have of their subjects and their own scholarship that entitles them to

their classrooms and to freedom in the presentation of their disciplines subjects. Thus, it is improper for an instructor faculty member persistently to intrude material that has no relation to



# Relatório de Desenvolvimento

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# *Policies and Procedures*

## 5.104.08 / Commencement Policy



# Policies and Procedures

## 4.095.11 / Faculty Personnel Records

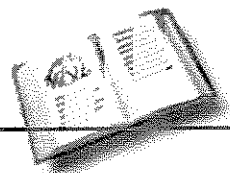
Faculty members must submit current curriculum vitae prior to the end of their first semester of

employment. An official transcript of the highest degree completed is also required.

Faculty personnel records are maintained in the Office of Academic Affairs.

**Revision Date:**  
October 18, 2006

(See also Official Personnel Files at Section 3.37 of this manual.)





# *Policies and Procedures*

## **4.105.12 / Graduate Faculty Membership**

There are four categories of Graduate Faculty membership in Wichita State University. Candidates for Graduate Faculty membership must meet all department specific criteria and the following University specified eligibility criteria. All nominations for Graduate Faculty status



- Chair doctoral committees

**Duration of membership in category:**

- Appointment is for six (6) years, renewable as needed when criteria are met

**Graduate Faculty-3 (GF-3)**

**Eligibility:**

- WSU faculty (who do not meet eligibility requirement for GF-1 or GF-2) or adjunct faculty, or
- WSU emeritus faculty, or
- Qualified by education and/or professionally recognized for scholarly/creative achievement (e.g. nationally/internationally recognized scholar/creative artist) or

**Duration of membership in category:**

- Appointment is for six (6) years, renewable as needed when criteria are met
- Note - Limitation of duration may be imposed by the Graduate Dean

**Renewal of Membership**

- Membership in any category may be renewed through the submission of a nomination form by the academic department recommending the appointment
- For GF-1 and GF-2 renewals, demonstrated continuing scholarly/creative activity commensurate with rank of the faculty member as well as continuing involvement in

graduate education through teaching of graduate courses and mentoring graduate students in the immediate past six (6) years will be expected

If further action on the complaint is deemed appropriate by the investigating committee.

The accused candidate faculty member will have the right to a hearing before the



# Policies and Procedures

## 4.115.14 / Post-Tenure Review for Faculty

### **Purpose:**

The purpose of this statement is to set forth University policy regarding a post-tenure review

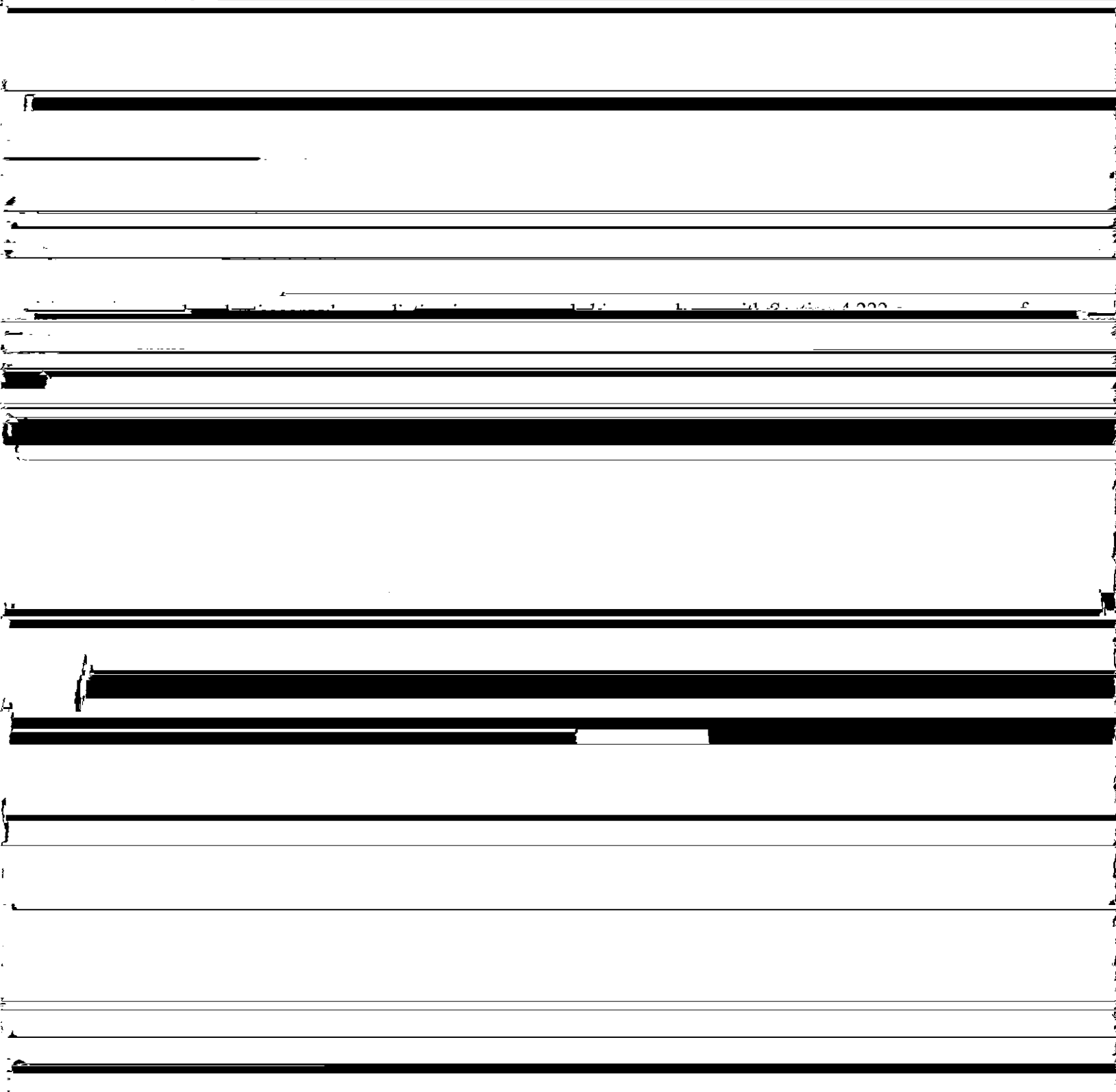
process for tenured faculty.

### **Preamble:**

Kansas Board of Regents policies require that each state university implement a plan to

After completing the Review, the department academic supervisor must select one of the following three outcomes:

1. The faculty member's performance meets expectations and no further action is necessary.
2. The faculty member's performance does not meet expectations in two of the past four





# Policies and Procedures

## 4.123 / Tenure Policy

The Kansas Board of Regents has adopted the following policy regarding tenure and academic freedom of faculty at Regents institutions.

1. After the expiration of thee probationary period established in the letter of appointment, ~~teachers or instructors~~ tenure track faculty must be considered for tenure ~~should have~~

D. Under unexpected special and extenuating circumstances, prior to the sixth year of service, and at the request of the faculty member and the appropriate dean, the chief academic officer of the university may grant an extension of the tenure clock for a

maximum of one year.

\_\_\_\_\_



# *Policies and Procedures*

## **4.13 / Probationary Period**

### **Time Limit:**

The Regents tenure policy defines the time limit for the probationary period in Section 4.12 of

~~the Board of Regents policy. The time limit for the probationary period is defined in Kansas~~

Board of Regents policy:

1. At the time of initial probationary appointment, agreement between the appointee and the



In order to ensure as consistent a review process as possible prior to tenure decision, the annual

Department faculty recommendations for award of tenure with initial appointment shall be  
\_\_\_\_\_ and the Provost and Senior Vice President. In \_\_\_\_\_

such cases where additional consultation is deemed desirable, the dean or Provost and Senior  
\_\_\_\_\_ at \_\_\_\_\_ level.



# Policies and Procedures

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## 4.145 / Non-Tenure and Promotion - Guidelines and Criteria

Not final – under development

Teaching faculty are significant members of the university who are critical department members broadly engaged in an academic program's curriculum, evolution, and impact. Teaching faculty

\_\_\_\_\_  
Teaching Professor/Clinical Professor/Senior Educator: Evidence is normally expected of the

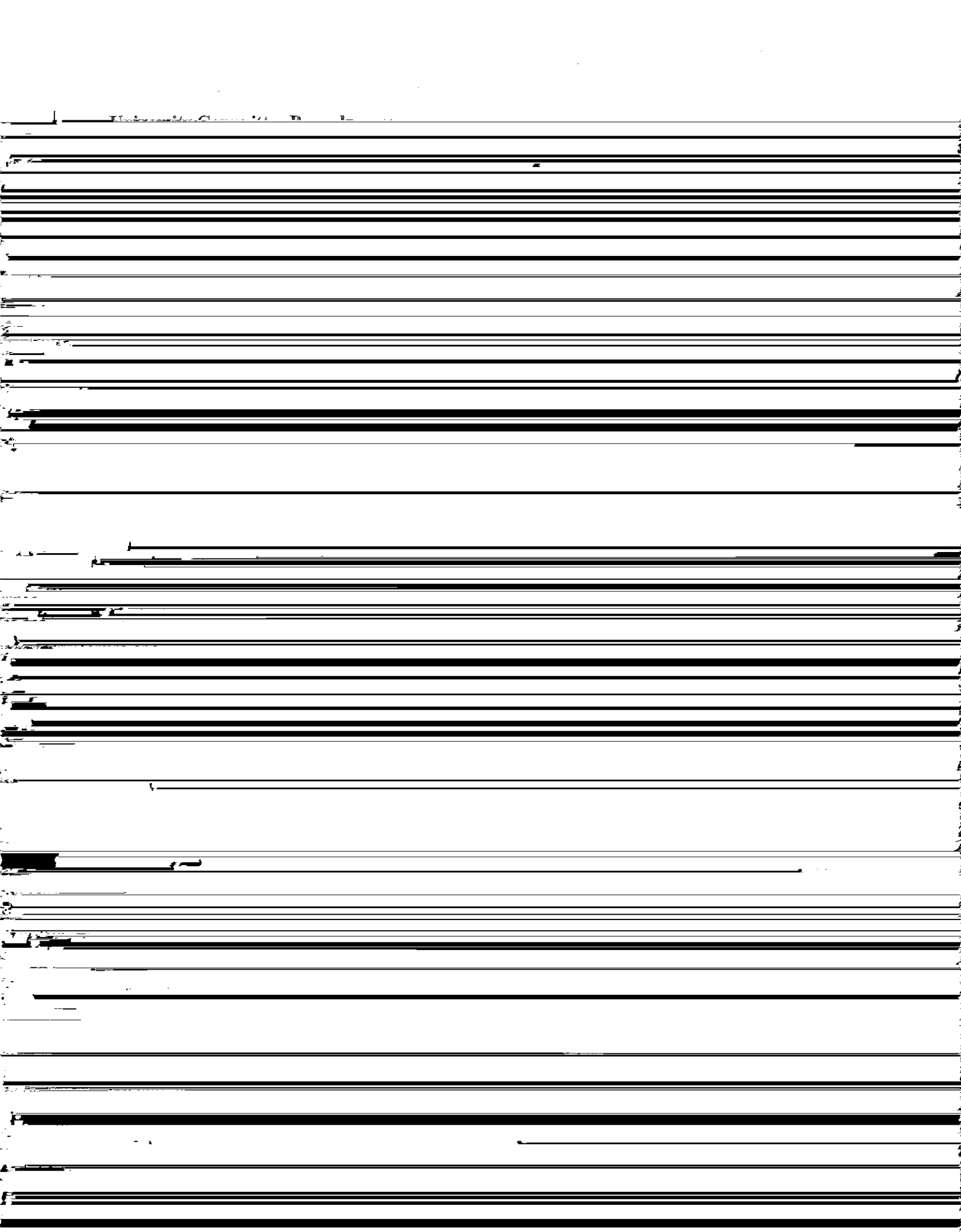
the colleges/schools/University Libraries and in some instances at the departmental level. Each

2. Under normal circumstances, a faculty member should not expect to be considered for

[REDACTED]

[REDACTED]

[REDACTED]



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Assistant Professor: Evidence is normally expected of the following: (1A) demonstrated

procedures, policies, and interpretive

statements to govern their internal review of tenure and promotion cases, so long as those procedures, policies, and interpretive statements are consistent with all higher level procedures, policies, and interpretive statements, as determined in the triennial review of policies and

procedures conducted by the University committee. These additional statements should be provided to all students, faculty, and probationary faculty at

Appendix A

Purpose

{A.} Nomination for review.

{B} Departmental review of nominees by the departmental committee\* and by the Chair.

**Effective Date:**  
September 24, 1999

**Revision Date:**  
October 1, 2006



College and within two (2) working days after the signing, the dean will

Thursday (prior to the 3rd Friday) Deadline for appeal of or rebuttal to college/College-level recommendations to the Provost and Senior Vice President.

3rd Friday: Deadline for Provost and Senior Vice President to transmit materials to the



2nd3rd

Deadline for chair to notify dean of faculty applying for tenure and/or promotion

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

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7. Review every three years the college College/school/School/University Libraries guidelines for tenure and promotion.



Faculty Handbook

The steps listed below are suggested guidelines only. Department chairpersons, deans, and other faculty supervisors should not attempt diagnosis, even if they have professional qualifications to

1. Before attempting intervention in a situation involving a faculty member with a substance

Use 11 forms with his/her supervisor and the Director

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# *Policies and Procedures*

## **4.21 / Procedures for Departing Faculty**

### **Resignation:**

Resignations should always be submitted in writing to the faculty member's department chairman or dean. The letter of resignation will be forwarded through the dean to the Provost





# *Delirium and Dementia*

Persons being evaluated should be informed of any submitted information that was not reviewed by the evaluators involved in the evaluation process.

There shall be developed procedures for an open information flow between affected parties as

per the procedure outlined below and an opportunity for the person being evaluated to appeal at

The Provost and Senior Vice President shall transmit that office's departmental pay

recommendations for the entire department to each dean who has the responsibility of informing the department chairs as soon as soon as these are developed. The chair is responsible for informing the person being evaluated at that time.

Administrators above the department level shall prepare a written explanation, attaching any

\_\_\_\_\_ and \_\_\_\_\_ recommendations sent to their office. The

\_\_\_\_\_ and \_\_\_\_\_ recommendations sent to the department chair

Departments, colleges or unity should determine the appropriate criteria used to judge the information presented.

*Note: The Provost will establish procedures in consultation with the Faculty Senate for*  
*implementation of this plan. These procedures will contain only the time and form of the*

If within any period of five years from the first evaluation of low performance, a tenured faculty

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conducted by a faculty committee at a specified time and place. In setting the date of the hearing, at least 20 days should be allowed the faculty member to prepare a defense. The faculty member should be informed in detail or by reference to published regulations of the procedural rights

of the faculty member. If the hearing is held before the date set for the hearing, the faculty



dissemination and implementation of this University policy.

**Revision Date:**  
November 1, 1998  
August 18, 2000

August 2017

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President to declare a state of financial exigency at WSU. From the beginning it was agreed that advance study and plans would relieve some of the personal, departmental, and college conflicts which might be

4. To serve as an appeals committee as described in section IV/M.

## II. Preventive Planning During a Non-Crisis Period

A. In that faculty involvement is imperative in a declared exigency, it follows that preliminary participation is even more important. Such involvement will serve the dual purpose of uniting the forces

corrosive effects of declining enrollments. Systematic planning should consider the following approaches:

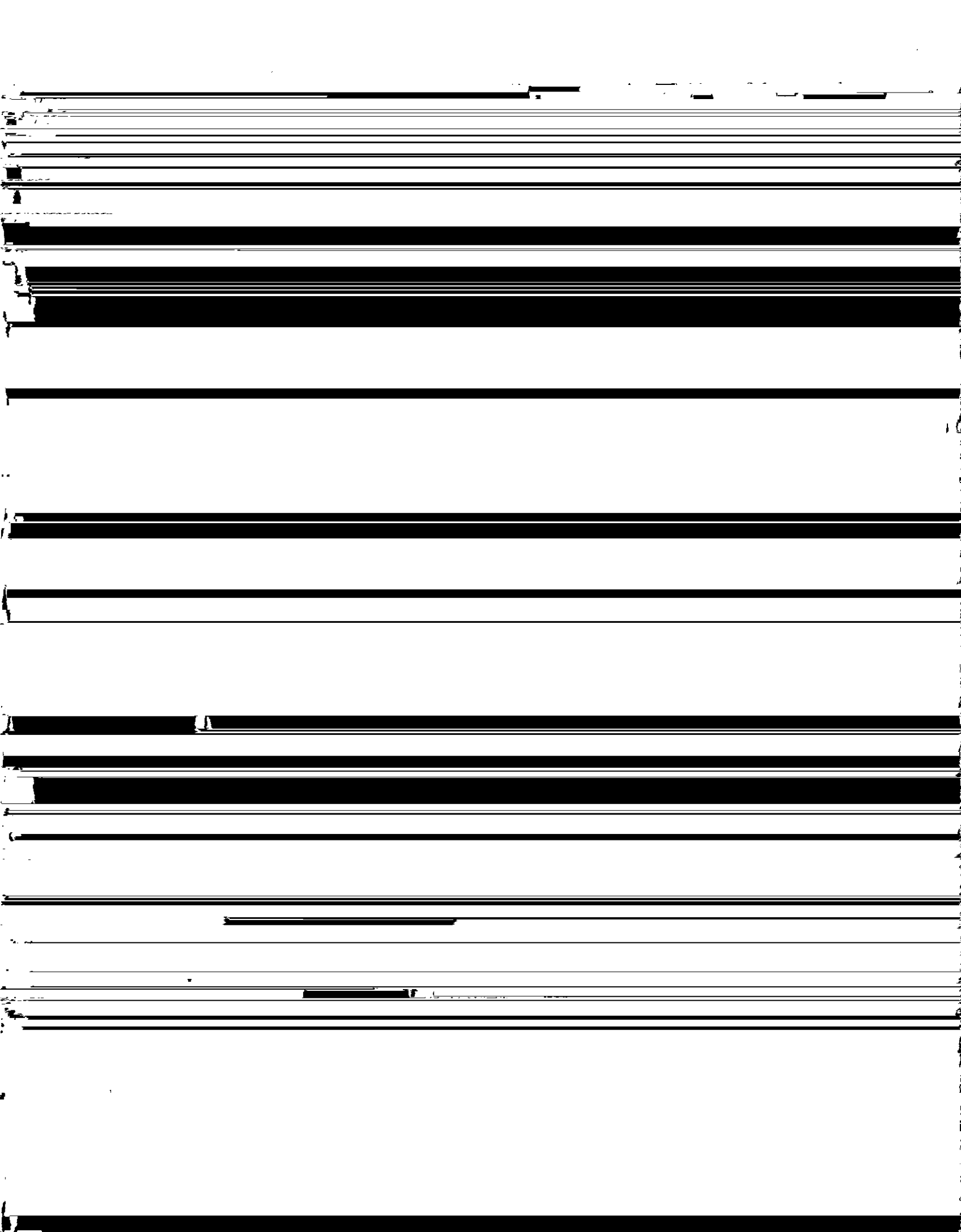
at the University at that rank. The appointment of a faculty member with tenure will not be terminated in favor of retaining in that department a faculty member without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise

result.

4. Terminations should be made in such a way as to maximize compliance with the University's obligations to affirmative action guidelines.

~~For Affirmative Action Guidelines, see 1-11-11 1. The University's faculty terminations~~





M. The University Retrenchment Committee shall

1. hear any appeals, according to the definitions of charges and procedures given in Part V, from any member of the central administrative staff of the University designated for termination by the Provost,
2. hear any appeals from faculty members who do not have a designated college channel for redressing grievances (only one opportunity for appeal will be possible),
3. hear appeals from any college based on programmatic impact in that college of decisions made in other colleges,
4. refer any appeals to the President and Senior Vice President appropriate procedures for redress of any

appeals it upholds from M/1-2-3.0

N. The President shall act on the recommendations, if any, from M/1



