FACULTY AND UNCLASSIFIED STAFF HANDBOOK

FORT HAYS STATE UNIVERSITY
HAYS, KANSAS

July 2016

The information provided in this document is provided for informational purposes only. It is not intended to create additional contractual obligations or benefits.

NOTE: The provisions published in this Faculty and Unclassified Staff Handbook are for general information only. Members of the collective bargaining unit represented by the Fort Hays State University chapter of the American Association of University Professors should consult the current Memorandum of Agreement for current terms and conditions applicable to bargaining unit members.

Updated by the Office of the Provost.

This handbook represents the most recent hard copy publication. However, revisions may have been made on-line which do not appear in this book. For the most recent document, check http://www.fhsu.edu/provost/handbook/.

CHAPTER 1 -- GENERAL POLICIES

ADMINISTRATIVE OFFICES

The administrative offices are open five days a week from 8:00 a.m. through 4:30 p.m. Summer hour adjustments may be made to this schedule.

ALCOHOL, SERVICE AND CONSUMPTION OF ON CAMPUS

Purpose

To establish the conditions under which service and/or consumption of alcohol on campus can occur, and the procedure to be followed when service and/or consumption is allowed.

Background

Because the University serves not only as an institution of higher education but also as a gathering place and a host of certain social, cultural and athletic events, it is necessary to establish policy and procedure for the service and consumption of alcohol on campus.

Applies to

All university community members.

Definitions

"Alcohol" or "Alcoholic beverages" means alcoholic liquor, cereal malt beverages and beer.

"Alcoholic liquor" means whiskey, gin, vodka, or any other intoxicating liquor containing this liquid.

"Cereal malt beverage" means any beverage having not more than 3.2% alcohol by weight produced by fermentation and not by distillation.

"Beer" means any beverage having more than 3.2% alcohol by weight produced by fermentation.

Policy Statement

With approval of the University President or designee, Fort Hays State University permits the service and/or consumption of alcoholic beverages in the following designated non-classroom areas on the University campus or on off-campus University owned property:

Memorial Union
Beach/Schmidt Performing Arts Center (Sheridan Hall)
Hubbard Press Box and East Side Suites
Moss/Thorns Gallery of Art (Rarick Hall)
Schmidt-Bickle Indoor Training Facility
Sternberg Museum, Seibel Lobby and food service area
Gross Memorial Coliseum (designated area for entertaining)
Kansas Wetlands Education Center

I. Conditions for Service and/or Consumption of Alcohol on Campus

A. No alcohol will be sold, served or consumed on University property pursuant to this policy without prior approval of the President or designee.

B. Student organizations are prohibited from using their organization funds to purchase alcohol.

C. Alcohol may not be possessed or consumed on campus by anyone under the age of 21.

D. The following conditions relate to consumption of alcohol in residential facilities:

1. No alcohol of any kind is allowed in any residential facility, except as indicated in 2, below.

2. Residents who are over the legal drinking age and who reside in Wooster Place and Stadium Place may consume alcohol in their own rooms or the rooms of other residents of legal drinking age.

E. The following conditions relate to service and/or consumption of alcohol at an event sponsored by a University group or student organization:

1. Individuals sponsoring any event should implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons under the legal drinking age or persons who appear intoxicated.

2. Social functions where alcoholic beverages are provided by the sponsoring organization shall have direct access of these beverages limited to persons designated as servers.

3. Non-alcoholic beverages and food must be available in the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.

4. No social event shall include any form of "drinking contest" in its activities or in the promotion of them.

5. The serving of alcoholic beverages shall not be used in any advertising of a FHSU event.

6. Possible sanctions for violation of this policy include loss of recognition of a campus organization, loss of visiting privileges, disciplinary warning, probation, and removal from school. All disciplinary procedures will meet the standards of the Fort Hays State University's Student Bill of Rights.

F. In addition to the above, alcohol may be consumed in the parking areas immediately adjacent to, but not including, Lewis Field Stadium under the following conditions:

1. No alcohol may be sold at any time on this property.

2. Alcohol may only be consumed for three hours before kick off of any home FHSU football game. Not later than thirty minutes following kick off of the game, the authorized consumption of alcohol will cease.

3. All alcohol must be poured into a plastic cup to be consumed. No bottles, cans or other containers holding alcohol may be carried, held or displayed in public and any empty containers must be promptly disposed of in a trash sack or other trash receptacle. Littering of any form is in violation of this policy and will not be tolerated.

G. Alcoholic beverages must be packaged in containers of one liter or less in volume.

H. No alcohol will be consumed in areas outside those designated by this policy and may only be transported in or to areas not designated by this policy in closed containers.

I. University police and other law enforcement personnel will enforce this policy as well as other local and state ordinances, laws, and regulations governing the use, possession and consumption of alcohol.

II. Procedures for Serving Alcoholic Beverages

A. Organizations wishing to have alcoholic beverages served during an event should initially contact the appropriate vice president to discuss general arrangements such as date, time, locations, nature of function, etc. The vice president will then request approval for the event from the University president.

B. When a liquor license is required for the event, the University's food service vendor will be the exclusive server and will obtain the proper license(s) and comply with Kansas law regarding the serving of alcoholic beverages. The vendor will provide a bartender(s) as needed for each function. The bartender(s) will be responsible for checking age verification and limiting consumption.

Adopted by Cabinet (04-05-90) Implemented (02-09-91)
Revised (10-26-01)
Revision adopted by President's Cabinet (11-09-05)
Revision adopted by President's Cabinet (05-07-14)

ARCHIVES

Official documents are not to be destroyed without review. After their primary usefulness is ended, they should be sent to the University's archives in the library for preservation and possible future use.

ATTORNEY GENERAL OPINIONS

Any institution or employee seeking an opinion from the Commission on Governmental Standards and Conduct should do so by making a request through the office of the General Counsel of the Board.

Kansas Board of Regents: Policies and Procedures Manual (06-01-95).

CAMPUS DIRECTORY

The University publishes an online campus directory on the Fort Hays State University website, www.fhsu.edu, and can be found at the top of the page.

CAMPUS FACILITIES, USE OF

Use of Campus Facilities for Political Office Holders, Candidates and Events

State facilities shall not be made available for fund raising events for candidates or parties.

Facilities of institutions under the Board of Regents may be made available for the purpose of holding political meetings, provided there is no interference with regularly scheduled functions, there is not otherwise available a reasonable facility in the community, students are permitted to hear the speakers without charge, and sponsors pay in advance the regular fees for use of the facilities.

Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event which they are attending. The distribution of handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events.

Regents institutions shall have the authority to develop additional policies and guidelines that are not in conflict with this policy. Such policies and guidelines shall be reviewed by the Policy and Procedures Committee and filed with the executive director of the Board.

Kansas Board of Regents: Policies and Procedures Manual (10-17-80).

Buildings and Facilities

University facilities are maintained and operated primarily for the use of the students and the faculty of FHSU. To that end, buildings containing classrooms, lecture halls, and other areas primarily designed for instruction, are reserved principally for the University and its students to conduct classes and other educationally related events. Therefore, such buildings are not designated for use by the public in general, or for any general purpose, and any requested use by any off campus groups of such facilities, or any requested use by any on-campus group for purposes beyond which the buildings are designated will be denied unless the requested use is consistent with the educational mission of Fort Hays State University. Requests for use of academic or instructional rooms and other areas on campus should be directed through the Scheduling Officer within the Registrar's Office. The Scheduling Officer will investigate the desired use and either approve or reject it based upon availability of space and, in Consultation with the Provost or the Provost's designee, whether the proposed use is consistent with the educational purpose of the building. If the request is denied, the reasons for the denial will be given to the requesting party. The requesting party may then appeal in writing to the Vice President of Student Affairs and ultimately the President. The President will have the final decision as to whether the requested use is permissible pursuant to this policy. With regard to all buildings and facilities on campus, other than the Memorial Union and labs and instructional rooms for which scheduling is designated to the Director of the Memorial Union or the academic department as the case may be, when the requisite approval has been granted by the appropriate representative of the University as indicated herein, the approval will be submitted to the Scheduling Officer within the Registrar's Office who will reserve the room or other area and otherwise make arrangements for the requested use.

The Memorial Union is principally designed to serve the University's students, faculty, staff and guests and to function as a meeting place for activities related to student services or the overall educational mission of the University. Any requested use of the Memorial Union by off campus groups must be scheduled through the Director of the Union, who will approve or deny the request based upon availability of space and whether the requested use is consistent with the purpose of the Union. In the event that a requested use is denied, the Director shall state the reasons for denial in writing and provide such to the requesting party. In the event the requesting party disagrees with the denial of the requested use, such party may appeal in writing to the Vice President for Student Affairs and in the event such appeal is unsuccessful, ultimately to the President of the University who will be the final decision maker on the appeal. Charges for use by off-campus groups will be made according to the schedule of charges established by the Memorial Union Policy Board. All conferences, meetings, etc., that are held on campus, must be held in the Memorial Union if space is available according to the bond resolutions as established by the Board of Regents.

The use of Sternberg Museum is not governed by this policy as the Museum is not physically located on the actual FHSU campus. Any requests for tours, meetings, dinners, programs or other activities at Sternberg should be directed to the reservations manager who will grant or deny such requests in accordance with past practice and/or policy of Sternberg Museum.

Access to Buildings during Evenings and Weekends by Faculty, Staff, and Students

Faculty and staff desiring to work in their offices in the evening or weekends do not need to submit a request for University facilities form. If a faculty member finds the door locked when they come into a building, they are responsible for seeing that it is locked while they are in the building and when they leave.

Students who desire to work in a University building after the normal closing hours for that building must possess a written statement of permission or must be accompanied by a faculty or staff member. Written permission may be obtained from a student's supervisor, if the student is employed by the University, or otherwise from the appropriate department chair or a designated faculty or staff representative of the chair.

Standard Night and Weekend Pass forms are to be printed for permission to use buildings and facilities. The permitted work areas and time of expiration of permission is to be specified on each pass.

Use of Educational Buildings for FHSU Classes

Requests for room assignments for regularly scheduled classes for the fall semester, spring semester, summer term, and intersession are to be approved by the appropriate dean of each of the five colleges and then submitted to the Office of the Registrar on or before the date established on the administrative calendar for classroom charting.

The scheduling of Malloy Hall 115 and Malloy Hall 126 for regularly scheduled classroom use should be determined cooperatively by the chair of the Department of Music and Theatre, and the Scheduling Officer within the Registrar's Office. Scheduling of Malloy Hall 100 for classroom use should be determined by the chair of the Department of Communication Studies in conjunction with the Scheduling Officer within the Office of the Registrar.

Non-classroom activities conducted in Felten-Start Theatre should be determined cooperatively by the chair of the Department of Music and Theatre and the chair of the Department of Communication Studies with any disputes decided by the Dean of the College of Arts, Humanities and Social Sciences. In the event that the requested use of Felten-Start Theatre for a non-classroom activity or by an off-campus group or individual is denied, the denial shall be communicated to the requesting party who may appeal the denial in writing to the Vice President for Student Affairs. In the event that the appeal is unsuccessful, the requesting party may appeal to the President of the University who will make the final decision on the requested use.

All other requests for the use of classrooms should be made through the Scheduling Officer.

Changes in the function of rooms on campus should be directed through the particular dean of the area affected. The dean will investigate the desired change and either approve or reject it. The approval will be sent to the vice president who will submit the proposal to the long range Facilities Planning Committee for final adoption.

General use of Buildings not Principally Designed for Educational Use

Buildings on campus not principally designed for educational purposes but that are not otherwise designated for use by the general public (except for events held in such facilities that the public is invited to attend) are Cunningham Hall, Gross Memorial Coliseum, Beach/Schmidt Performing Arts Center, and the residence halls and on-campus apartments. Any requested use of such facility by on or off campus groups or individuals outside of normal classes and performances incidental to FHSU courses are governed by the following guidelines:

1. Requests for the use of Cunningham Hall outside the regularly scheduled classes should be made through the Department of Health and Human Performance (HHP). Cunningham Hall is designed principally for classroom use, for use by students, faculty, and staff for health improvement and fitness, and for University athletics and intramural competition. Any requested use of Cunningham Hall must be scheduled through the Chair of HHP who will approve or deny the request based upon availability of space and whether the requested use is consistent with the purpose of Cunningham Hall. In the event that a requested use is denied, the Director shall state the reasons for denial in writing and provide such to the requesting party. In the event the requesting party disagrees with the denial of the requested use, such party may appeal in writing to the Vice President of Student Affairs and in the event such appeal is unsuccessful, ultimately to the President of the University who will be the final decision maker on the appeal. The ropes course near Cunningham Hall is likewise not available for public use and any request for use must be submitted to the Department of HHP. Any persons seeking to use the course must have the required certification.

2. Gross Memorial Coliseum is principally designed as the venue for FHSU athletic events, practices, and designated intramural competition. Any requested use of Gross Memorial Coliseum must be scheduled through the Director of Athletics who will approve or deny the request based upon availability of space and whether the requested use is consistent with the purpose of the coliseum. In the event that a requested use is denied, the Director shall state the reasons for denial in writing and provide such to the requesting party. In the event

the requesting party disagrees with the denial of the requested use, such party may appeal in writing to the Vice President of Student Affairs and in the event such appeal is unsuccessful, ultimately to the President of the University who will be the final decision maker on the appeal.

3. Requests for the use of Beach/Schmidt Performing Arts Center must be scheduled through the Director of the Memorial Union. Beach/Schmidt Performing Arts Center is principally designed as a venue for University related lectures, presentations, and performances. Any outside individual, group, or organization who wishes to use Beach/Schmidt Performing Arts Center must comply with the application process set forth herein. The University reserves the right to deny an otherwise proper application if the requested use of the Center would be harmful to the safety of FHSU faculty, staff, or students or if the proposed use has the potential to undermine and detract from the educational mission of FHSU.

4. Residence Halls and Apartments on campus are principally designed as living areas for students and in some cases faculty and staff and families of students, faculty and staff. Therefore, none of the residence halls or on campus apartments are available for use by the public. Classrooms and common areas within residence halls and on-campus apartments may be used for limited purposes relating to the educational mission of the University or its students. However, any request must be submitted to the appropriate community council and/or the Director of Residential Life who will approve or deny the requested use in accordance with this policy. In the event that a requested use is denied, the reasons for the denial will be set out in writing to the requesting party. In the event the requesting party disagrees with the denial of the requested use, such party may appeal in writing to the Vice President for Student Affairs and in the event such appeal is unsuccessful ultimately to the President of the University. Use of residence halls and on campus apartments will only be granted if the purpose satisfies the criteria set forth above and if it does not otherwise conflict with residence hall meetings, residential life activities, or other events occurring within that time at the residence halls or on campus apartments. For the purposes of this section, “residence halls and on campus apartments” includes all grass areas and parking lots immediately adjacent to such buildings and the use of such outdoor grass areas and parking lots are governed by the same terms contained herein.

Use of other University Property

With regard to any outdoor common area, the use of which is not otherwise addressed in this policy, the following standards and guidelines apply:

1. No meetings, events, demonstrations, or other gatherings are to be held in the roadways, in parking lots, or within 25 feet of the entrance or exit to any of the buildings on campus. No such gatherings may otherwise be held in any location which will impede pedestrian or automobile traffic. However, the plaza area on the east entrance to the Memorial Union has historically been designated as a gathering place, and all such events will normally be held in this area only.

2. Within these restrictions, any requested use of University property not otherwise addressed in this policy for any on campus or off campus individual group or organization to conduct a public assembly, picnic, or other event involving the gathering of more than 10 individuals or for the purpose of holding or engaging in any other activity which will create or omit any amplified sound, requirements set forth in the procedures attached to this policy as Appendix A must be met.

3. With regard to pedestrian traffic on grass areas on campus, the following apply: Grass on the quadrangle at the University is maintained primarily for visual effect. The climate of western Kansas and the soil conditions of the campus cause the lawn areas to be stressed much of the time; therefore, they cannot survive constant foot traffic. Therefore, members of the campus community and University visitors are requested to use the sidewalks.
4. With regard to University technology and equipment, including but not limited to computers and associated software, telephones, and networks, this technology and equipment is not generally available for public use, with the exception of wireless networks which are or may be established in various areas on campus. Any use of any FHSU technology, equipment or networks by any user thereof is governed by the policy for the Acceptable Use of Computing Resources contained in the *Faculty and Unclassified Staff Handbook* and Student Code of Conduct, and which is generally available on the FHSU website and Acceptable Use of Computing Resources Policy.

Solicitation on Campus

It is against University policy for anyone to solicit, peddle, canvass, or otherwise engage in contacting faculty, staff, or students for any purpose not specifically approved in advance by University authorities. Campaigners, salespeople, and others desirous of solicitation activities should be reported immediately to the Office of Student Affairs. The sales or free give-a-ways of products and services by individuals, partnerships, corporations, or such other entities not associated with or related to the University is prohibited. In addition, sponsorship of sales of products and services by individuals, partnerships, corporations, or other such entities not associated with or related to the University is also prohibited. Requests for exceptions to this policy may be made in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will determine the requested exception based on the following guidelines:

1. Whether the product or service at issue is related or beneficial to the mission of the University or its students.
2. Whether the requesting party currently has or has had a contractual relationship with the University.
3. Whether the proposed solicitation would be detrimental to the University's or detract from its educational mission.

In the event the Vice President for Student Affairs denies any requested exceptions, the denial will be in writing and state the reasons therefore. The requesting party may then appeal to the President of the University who will issue the final decision on whether the requested exception should be allowed.

The FHSU ***Facilities Manual*** is the standard guide for the use of facilities on campus. However, in the event that the guide is inconsistent with this policy in any material respect the instant policy will prevail. The official record keeper of the manual is the director of facilities planning.

Campus Bans and Trespassing

The Vice President for Student Affairs has the authority to ban a person from any or all areas of campus under certain circumstances, so long as the decision is made jointly with the Chief of the University Police Department and upon consultation with the University General Counsel. If the ban applies to University faculty or staff, the direct supervisor and/or appropriate administrative personnel may be consulted. The ban may or may not be issued upon the request of the Behavioral Intervention Team (BIT). The ban notice must identify the conduct or circumstances giving rise to the ban, it must state whether the ban is perpetual or for a limited period of time, and it must identify the precise campus locations that the ban applies to.

The person to be banned shall be notified in writing, with such notification to be delivered personally by the University Police Department. If for whatever reason the person cannot be notified in person, then the notice may be sent to the person's last known address but in such circumstance at least two separate efforts must be made to personally contact the person to verify receipt of the notice.

A campus ban may only be issued for one of the following reasons:

- Harassment, violence or threats of violence to University community members or harassment, violence or threats thereof that involve the University community.
- Damage to University property.
- Commission of a crime which indicates there is a risk to the health or safety of the campus community.
- Conduct which constitutes an interference with peaceful and orderly University operations.

If the ban is based upon the last circumstance identified above, it must only be for the location or facility in which the conduct giving rise to the ban occurred, and must only be for repeat violations for the same or similar conduct, unless the conduct was so outrageous and extreme as to require an immediate and/or total ban from campus.

The person to be banned may appeal in writing or in person to the President or the President's designee within five business days of receipt of the ban notice. The President shall then issue a decision in writing within three business days from the hearing or from receipt of the written appeal in the event that there is not in in-person hearing. The ban may be completely overturned or modified as to scope and duration. If the reviewing officer determines that the ban was issued in violation of this policy or otherwise arbitrarily and capriciously, it must be overturned.

In the event a person violates a campus ban issued in accordance with this policy, a complaint of trespassing will be made to the appropriate authorities. Subsequent violations may also give rise to an amended ban notice which extends the duration or enlarges the scope of the ban. Such amended ban notice will be subject to the provisions of this policy, including those allowing for an appeal.

Attachment A

Procedures for Obtaining Permission to Use Certain Campus Facilities

These procedures govern the requested use of outdoor common areas on campus and Beach/Schmidt Performing Arts Center. The use of outdoor grass areas immediately adjacent to residential halls and on campus apartments is not governed by these procedures, but instead is governed by provisions contained within the use of campus facility policy. These procedures must be followed when an individual, group or organization seeks to use the FHSU campus for a public assembly, picnic or other event involving the gathering of more than 10 individuals or any activity creating or omitting any amplified sound. These procedures do not apply to official University events such as the University Back to School Picnic, University dedication ceremonies or outdoor activities specifically related to an FHSU course under the direction and supervision of the course instructor. These uses are allowed without the need for compliance with these procedures so long as requests are made in writing to the Scheduling Officer which will allow or deny the use based on availability.

All other requests require the completion of an application form which may be obtained from the office of Student Affairs and compliance with and full completion of such form, and all of the other procedures referenced herein. The Vice President for Student Affairs will initially review the application and determine whether permission for such requested use will be granted based upon the specified criteria set forth below. The Vice President for Student Affairs will issue a written decision within 14 days after the application is submitted. The application must be submitted 30 days prior to the anticipated event. In the event that the Vice President for Student Affairs denies the requested use, an appeal may be taken to the President of the University who will make the final decision as to whether the original decision to deny the requested use is in accordance with the procedure set forth herein.

To the extent permitted by law, the Vice President for Student Affairs may deny an application for requested use if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated University policies in the past regarding use of campus facilities. The Vice President for Student Affairs may also deny an application on any of the following grounds:

1. The application was not submitted within 30 days prior to the event.
2. The application was not fully completed and executed including the required release, waiver, insurance and indemnification provisions.
3. The application contains a material falsehood or misrepresentation.
4. The applicant is legally incompetent to enter into a contract or to sue and be sued.
5. A fully executed prior application for use of campus areas for the same time and place has been received and permission has been or will be granted to the prior applicant.
6. The use or activity intended by the applicant would conflict with previously planned programs organized or conducted by the University and previously scheduled for the same time and place.
7. The proposed use or activity is prohibited by or inconsistent with Kansas law, any policy of the Kansas Board of Regents, or any policy of the University.
8. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or students, faculty, or staff of the University.

In the event that the application for requested use is granted, the Vice President for Student Affairs will designate a specific location on campus for the event, and will inform the Scheduling Officer of the date and location of the event. No event during normal class hours using megaphones, bullhorns, or other device for the amplification for voice or sound may be held. No event may be held during normal class hours where the event may have a tendency to disrupt student learning. If the requested use involves a musical concert or amplification of sound, the requesting party is expected to comply with any and all local ordinances and restrictions and when necessary, to obtain the applicable permits.

Adopted by President’s Cabinet (11-09-05).
Revision approved by President’s Cabinet (09-07-11).

CHILD SEXUAL ABUSE REPORTING

Background

Fort Hays State University has a Policy Regarding Crime Reporting, which generally mandates the reporting of crime. In addition, the University's Workplace and Campus Safety Policy and Procedures require a University community member to report an act of violence or threat thereof. Each university shall specifically address and adopt procedures for the mandatory reporting, to appropriate law enforcement agencies, of any child sexual abuse witnessed by staff or faculty. For purposes of this provision, child sexual abuse means those crimes defined in K.S.A. 2011 Supp. 21-5501 et seq.

Policy

Any University employee witnessing any act of child (under the age of 18) sexual abuse, as defined by the statutes identified above, on University property or in connection with any University-sponsored event or activity shall report the act in a timely manner to University police by calling 785-628-5304 or 911, or by notifying any other appropriate law enforcement agency and notify Human Resources if it involves an employee.

Approved by President's Cabinet (02-08-12).
Adopted by Executive Leadership Team (01-29-16).

COMMUNICATIONS WITH THE BOARD

Communications relating to policy and administrative matters are to be directed to the Board from each campus through the Chancellor or President. However, any group may petition the Board in writing through the President and CEO of the Board.

All communications pertaining to institution or Board activities or responsibilities between campus officials and Board members shall be copied to the President and CEO of the Board.

Kansas Board of Regents: Policies and Procedures Manual (09-18-70).

COMPUTING RESOURCES, USE OF

Introduction

Fort Hays State University (FHSU) provides computing resources and worldwide network access to its faculty, staff, and students for legitimate administrative, educational, and research efforts. As a member of the FHSU electronic community it is your responsibility to use computing resources ethically and responsibly. Members of the FHSU electronic community are expected to exercise reasonable care in the utilization of FHSU information systems or their components.

Privacy

There are limitations on the amount of privacy that can be expected for individuals utilizing computer resources. Complaints or exceptional circumstances may result in investigation. The

Electronic Communications Act of 1986 provides no protection for employees using company online systems.

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

Because the contents of such email are subject to laws governing public records, Users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via email. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and data subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family Educational Rights and Privacy Act (FERPA) regulations, and the Gramm Leach Bliley Act (GLBA).

Responsibilities

In making appropriate use of the FHSU computing resources, users must accept the responsibility for their behavior and:

- Protect their user IDs and passwords from unauthorized use, recognizing that individuals are responsible for all activities on his/her user IDs.
- Access only files and data that they own, they have been given authorization for, or that are publicly available.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in their use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data (spamming), and wasting computer time, connect time, disk space, printer paper and toner, and other computing resources.
- Be cautious about email message because the information is public and may be retrieved and used in a court of law.
- Comply in all respects with any request by the University to retain certain information, recognizing that information stored on the University's network is ultimately the responsibility of the University.

Individuals Will Not…

In making appropriate use of computing resources, individuals should avoid:

- Accessing another person's files or data without permission.
- Using computer programs to decode passwords or access control information.
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, trojan horses, or disrupting services, spamming, or damaging files.
- Making or using illegal copies of copyrighted software or other copyrighted materials (such as digitized artistic productions and music or video files), store such copies on FHSU systems, or transmit them over FHSU networks.
- Using email or message services to harass, intimidate, threaten, or otherwise annoy another person by use of sexual or bigoted content or content which poses an imminent threat to the life or safety of the person or persons receiving the communication.

- Disclosing their passwords or using another person's user IDs or passwords.
- Using FHSU systems for commercial use, such as performing work for profit or advertising in a manner not authorized by FHSU.
- Posting web pages that contain material that is illegal or promotes illegal activity (e.g., gambling or child pornography).
- Masking the identity of an account or machine. This includes sending mail that appears to come from someone else.
- Using computer and telecommunications systems for personal use (as regulated by Kansas law and regulations on misuse of state property; see KSA 75-2949 F(d) and the State Department of Administration policy on Internet use).

Use of Email for FHSU business

The official Fort Hays State University Email Account is the only electronic mail platform for communicating University business. Official email communications are intended only to meet the academic and administrative needs of the campus community. All electronic notifications from the University are transmitted through this email account and are not forwarded to other non-FHSU email accounts. Users are expected to read, and shall be presumed to have received and read, all Fort Hays State University email messages sent to their official Fort Hays State University email accounts. The University expects that such communications will be received and read in a timely fashion.

Assignment of Student Email

Official University email accounts are available for all enrolled students. The addresses are all of the form [Name]@mail.fhsu.edu. These accounts must be activated before the University can correspond with its students using the official email accounts. An account website available through the TigerTracks Portal has been designed for this purpose. Students' official email addresses will be included in directory information. As with other directory information, any student may request that access to his or her official email address be restricted.

Expectations about Student use of Email

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time critical. Failure to check email, error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

Educational uses of Email

Faculty will determine how electronic forms of communication such as electronic mail will be used in their classes, and will specify their requirements in the course syllabus. This will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official FHSU accounts are being accessed.

Redirecting of Email

If a student wishes to have -mail redirected from their official FHSU address to another email address such as @aol.com, @hotmail.com, or an address on a departmental server, they may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her FHSU account.

Authentication for Confidential Information

It is a violation of University policies for any user of official email addresses to impersonate a University office, faculty/staff member, or student. To minimize this risk, some confidential information may be made available only through the password-protected TigerTracks Portal. In these cases, students will receive email correspondence directing them to the appropriate TigerTracks Portal link, where they can access the confidential information only by supplying their student ID and personal identification number (PIN). The confidential information will not be available in the email message.

Consequences of Misuse

Individuals who misuse FHSU computing resources will be held accountable for their conduct, which may include discipline under the Student Code of Conduct or *Faculty and Unclassified Staff Handbook*.

Academic Freedom

No provision of this policy shall be construed so as to impose any limit to the academic freedom of faculty in their instructional, research, or service activities.

Original policy adopted by President’s Cabinet (06-02-99).
Revised policy adopted by President’s Cabinet (04-05-06).
Revision approved by President’s Cabinet (03-05-08).

CRIME REPORTING

Incidents affecting personal safety and property, and property of the State of Kansas must be reported to the University Police Department on a timely basis. If you are the victim or a witness to a crime or circumstances which you believe may constitute a crime, call 911 to reach police assistance, emergency medical treatment and fire response. For non-emergencies, the University Police Department may be contacted at 628-5304 during normal operating hours, which are 8 am to 4:30 pm, Monday-Friday. After hours, or on weekends or holidays, contact the Hays Police Department Dispatch Center, which provides dispatch services for the University Police Department, at 625-1011. Additionally, seven kiosk phones connected to dispatch are located throughout campus.

Pursuant to statutory requirements, crimes reported to the University Police Department are submitted to the Kansas Bureau of Investigation, the Central Repository for the State of Kansas. UPD electronically submits the required data using the Kansas Incident Based Reporting System. Data collected within those submissions does not represent all criminal incidents committed at Fort Hays State University, as it is dependent on victims reporting crimes to the University Police Department. The collection of this data is designed to support the “Crime in the U.S. Report” published annually by the FBI. Additionally, data collected by UPD and the city police department is used by the University to prepare the annual Fort Hays State University Security Report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crimes Statistics Act.

The Fort Hays State University Police Department makes no provision for including confidential reports of crime in this Annual Security Report. The University Police Department depends on these reports to allocate its resources and maximize crime prevention efforts to provide a safe environment.

Adopted by President's Cabinet (06/17/09).

CRIMINAL BACKGROUND CHECKS FOR EMPLOYEES, POLICIES AND PROCEDURES

Additional documents and letters that should be used during this process are located at www.fhsu.edu/personnel/background-checks/

I. Overview and Purpose

On May 15, 2008, The Kansas Board of Regents (Board) adopted a policy amendment requiring criminal background checks be conducted on all employees prior to the employee beginning work for any state educational institution governed or coordinated by the Kansas Board of Regents, subject to limited exceptions. The amendment further requires that each university develop a plan for implementing the policy and that the plan be submitted to the Board for approval.

Therefore, in order to comply with the Board's policy amendment, and to attempt to insure that Fort Hays State University is a safe and secure environment for all students, employees, and visitors, the University adopts the following policy and procedures which shall constitute the implementation plan required by the Board's policy amendment.

II. Policy

A. Applicability of Policy

It is the policy of Fort Hays State University that a criminal background check be performed on each person hired for a position of employment at FHSU, other than employees whose term of employment is limited to six months or less, and hourly student employees. Nothing herein shall be construed as amending, superseding or supplanting Kansas law mandating background checks be conducted on certain persons such as employees of the University Police Department or students enrolled in certain programs which are designed to lead to licensure of the student.

FHSU reserves the right to conduct criminal background checks on candidates for positions for which a criminal background check is optional under the Board's policy amendment, and any such criminal background checks, if required, will be specified by FHSU in the position announcement, and will be subject to the terms of this policy.

B. Scope of Criminal Background Check

A criminal background check under this policy shall include criminal history record searches for felony and misdemeanor convictions or pending charges at the county and federal levels in every jurisdiction where the candidate currently resides or has resided for seven years preceding the candidate's application for employment. In addition, the criminal background check shall consist of sex offender registry searches at the county and federal levels in every jurisdiction where the candidate currently resides or has resided. FHSU may in its discretion order additional checks or verifications beyond the above-referenced. For purposes of this policy, "conviction" shall include pleas of guilty and *nolo contendre*.

III. Procedures for Implementation

A. Timing of the Criminal Background Check

All criminal background checks conducted pursuant to this policy shall be initiated no later than simultaneously with the extension of an offer of employment. All such offers shall be made contingent upon the successful completion of a criminal background check. No candidate shall begin working for FHSU until a successful background check has been completed. There may be circumstances in which criminal background checks will be conducted on all finalists for the position and not just the candidate who is actually offered the position. Such circumstances will be decided by FHSU on a case-by-case basis, and may include but are not limited to searches for positions of President, Vice President and Dean.

Any job announcement which is advertised in any medium concerning the position must contain the following statement: "Successful candidate will have consented to and successfully completed a criminal background check."

B. Steps for Initiating the Criminal Background Check

For unclassified positions with academic rank, the responsibility for initiating the criminal background check shall be with the dean of the respective college. For unclassified positions without academic rank, the division Vice President shall initiate the background check. For classified positions, the primary responsibility for initiating the background check will be with the Director of Human Resources.

C. Authorization to Conduct Criminal Background Checks

Either before or at the time that the offer of employment is extended, an authorization form will be provided to the candidate that must be completed and signed if the candidate will continue to be considered for the position. This document will notify the candidate of his or her rights under the Fair Credit Reporting Act (FCRA).

D. Criteria for Evaluation

When the results of the background check are received from the vendor, the dean, Vice President for unclassified non-faculty positions or the Director of Human Resources for classified positions will evaluate the candidate's fitness for employment in light of the results of the criminal background check to determine whether the results reasonably bear on the candidate's trustworthiness, or the safety or well-being of FHSU's students, employees, and other University community members. The reviewer may discuss the results of the check with his/her immediate supervisor or the supervisor of the position at issue, as well as FHSU General Counsel. In reviewing the results, the following factors will be considered:

1. The Offense[1]

    - The nature and severity of the offense along with whether or not it was conducted intentionally, willfully or maliciously (depending upon the statutory elements of the charge and not upon either the candidate's or any law enforcement agencies' account of the offense).
    - The candidate's age at the time of the offense.
    - The number and type of offenses discovered by the criminal background check.
    - The time elapsed since the last offense.
    - Whether the individual is currently subject to any punishment for the offense (community service; work release; etc.) or is undergoing any type of probationary or post-release supervision.
    - Whether the circumstances of the offense arose out of an employment situation and whether the information obtained from the criminal background check demonstrates a pattern of criminality.
    - Other circumstances concerning the offense which would lead a disinterested observer to reasonably conclude that the candidate is not trustworthy, or cannot perform the functions of the position in a manner safe to the university, its employees, students and visitors.

2. The Position

    - The duties and responsibilities of the position applied for, including, but not limited to, the nature and scope of the position and whether it entails or requires access to: Residential facilities; facilities other than the candidate's primary workplace; money and other university property; or vulnerable populations, including minor children.
    - The nature and scope of the position's autonomy and discretionary authority.
    - The nature and scope of supervision that the candidate will receive in the position.
    - The nature and scope of supervision the candidate will provide to support staff and/or students.
    - The sensitive nature of data, information, or records for which the candidate will have responsibility or access to in the position.
    - Any other unique circumstances for which the fitness of the candidate for the position may be reasonably questioned in light of the results of the background check. The employee's history of performance and behavior in previous jobs and statements of references.

3. Information not to be Considered

    No employment decisions will be made upon the consideration of any information obtained from the criminal background check relating to the finances of the candidate, personal and family matters unrelated to felony or misdemeanor offenses, or civil lawsuits filed by or against the candidate, unless the civil case arises out of or is substantially related to a felony or misdemeanor offense.

[1] “Offense" herein shall include convictions and pending charges.

E. Notification of Results

If a decision is made to hire the candidate following the criminal background check, the reviewing party will so notify the candidate and existing University procedures for processing the newly hired employee will be followed. If the decision is initially made not to hire the candidate on the basis of the results of the criminal background check, the reviewing party will notify the candidate and provide notice of the candidate's right to appeal the decision.

The candidate may appeal the decision to the reviewing party. Such appeal shall be instituted within three business days of receipt of notice of the initial decision, and may entail an explanation of information obtained in the criminal background check or dispute of the accuracy of the criminal background check results. If within seven working days from receipt of the appeal the decision is not overturned, the candidate will no longer be considered for the position and the candidate will be notified of such by the reviewing party.

F. Record Keeping

All records generated or received on each candidate relating to the criminal background check shall be kept in individual files and stored in the Office of General Counsel or other suitable location designated by the General Counsel for a period of seven years after the position has been filled.

Unless required by law, no documents related to criminal background checks will be released outside of the University and none of the information contained in such documents may be shared other than with persons with the need to know such information.

G. Vendor and Costs

The vendor that will be used to perform the criminal background checks will normally be the vendor having an existing contract with the State of Kansas to provide such service. As of the effective date of this policy, such vendor is Validity Screening Solutions.

Any cost associated with obtaining the criminal background check shall be borne by the college or administrative unit where the position is located unless otherwise specified by the President of the University.

H. Compliance with the Fair Credit Reporting Act

All candidates will sign an authorization compliant with the Fair Credit Reporting Act (FCRA) prior to the initiation of the criminal background check. Such document will notify the candidate that a criminal background check will be used to determine the candidate's fitness for employment with FHSU, and will also contain a summary of the candidate's rights under the FCRA.

Should the results of the criminal background check cause FHSU to initially decide not to hire the candidate, the candidate will receive a copy of the background check report and a summary of the candidate's rights under the FCRA. The candidate will also be advised of his or her right to contest the decision with the reviewing party. Should such appeal not result in the decision of the reviewing party being overturned, the candidate will be notified of the final decision.

Along with notice of the decision, the candidate will be provided with the name, address, and telephone number of Validity Screening Solutions (or other consumer reporting agency conducting the criminal background check on FHSU's behalf); a statement that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide the consumer specific reasons why the adverse action was taken; and notification of the candidate's rights to obtain a free copy of the consumer report within 60 days and to dispute with the reporting agency the accuracy or completeness of any information in the report.

At no time will any information from the criminal background check be used in violation of any federal or state equal employment opportunity law or regulation.

I. Effective Date

This policy shall be effective as of September 1, 2008.

CRIMINAL BACKGROUND CHECKS FOR STUDENTS ENGAGING IN CLINICALS

I. Policy

It is the policy of Fort Hays State University that prior to any student beginning a clinical experience required for successful completion of the student’s academic program, the student must submit to a criminal background check when the background check is required by the clinical site or facility. The department in which the course of study at issue is offered may in its discretion require a background check of the student prior to the student’s assignment to a clinical site, even if the site itself does not mandate that a background check be performed. The criminal background check will normally be as far in advance of the student’s clinical experience as possible. However, at the discretion of the University, the criminal background check may be imposed as a condition of admittance into the academic program where the student will be required to engage in a clinical experience.

In addition, any university department may institute a practice of conducting background checks on students prior to admission to an academic program or at any other point during the program where the department determines there is a legitimate need and the student’s background may disqualify them from future employment in the field. Such practice must be approved in advance by the University President or designee and must be applied equally to all students in the program.

II. Procedures

A. Timing and Scope

Unless determined otherwise by the applicable department, each background check of a student under this Policy will be paid for by the student. However, the department will provide guidance, direction, and recommendations to the student as to how the student can obtain a criminal background check. The matters to be researched in the background check, and the information sought by the check, will differ depending on the scope and extent of the check, and also on the entity performing the check. However, the recommended scope of a background check is:

- Social Security Number trace
- Criminal records in all county/state jurisdiction search for a seven year address history period
- Criminal records in all federal jurisdictions search for a seven year address history period
- Combine LIG/GSA report
- KCPD alert two system
- Multi-state sex offender registry
- Work verification for the last employer

B. Vendor

The vendor that will be used to perform the criminal background checks will normally be the vendor having an existing contract with the State of Kansas to provide such service.

C. Criteria for Evaluation

It is the student's responsibility to insure that the results of the background check will be provided to the faculty member in charge of the student's clinical experience, the chair of the department which houses the student's program of study, or other faculty or staff member appointed by the department to be responsible for the background checks "other responsible person"). The Chair of the department in which the academic program at issue is offered will determine in consultation with the faculty member in charge of the clinical program or other responsible person, if applicable whether the student is qualified for admission to the program or to participate in the clinical experience as the case may be. The standard by which the department will use to make this determination, will be developed by the department and communicated in writing to the students prior to the background check. The department will make this determination at its sole discretion and the student, as a prerequisite to obtaining the background check, will be required to sign a document acknowledging the discretion of the University in this regard, and providing the student's pledge to abide by the University's determination. This document will be developed by the department prior to implementing a practice of conducting background checks.

D. Appeal Procedure

In the event that a student is excluded from participating in a clinical experience or entry into a program as a result of the background check, the department will provide in writing to the student an initial determination, which will include the basis upon which the determination was made, and allow the student the opportunity to review and provide comment on any information contained in the background check. The notification of the initial determination will include a copy of the document "A Summary of Your Rights Under the Fair Credit Reporting Act," which can be found at www.fhsu.edu/personnel/background-checks/. The student has three business days after receiving the initial determination to appeal to the person making the initial determination. A decision on the appeal of the initial determination will be made within seven business days during which time the student has the opportunity to resolve any inaccuracies in the background check. In the event that the determination regarding the student's ability to participate in clinical exams does not change following the student's initial appeal, then the student may resort to the following process:

1) Within five business days after the final decision on the initial appeal, the student shall write a letter to the Department Chair specifically stating what aspects of the

Department Chair's decision the student wishes to appeal, and specifically setting forth the student's position as to how he or she believes the initial decision is in error.

The Department Chair will then within five business days from receipt of the written appeal, set a time, date and place for a formal hearing before a committee composed of at least three faculty from the applicable department (the Departmental Background Check Committee). The student will be given the opportunity to appear in person and also have the assistance of one other person. Such representative will not be allowed to present any evidence or argue on the student's behalf, but will rather be available in an advisory capacity only. If requested by the student, an electronic record of the hearing will be made and the recording will be reduced to a written transcript.

A decision by the Departmental Background Check Hearing Committee will be made within five business days from the hearing and will be delivered to all concerned parties. The student may accept the decision of the Departmental Committee and in that instance the appeal procedure is completed, or the student may appeal in accordance with the procedures below.

2) In the event that the student does not accept the decision of the Department Background Check Committee, the student may appeal in writing to the Dean of the applicable College. The appeal letter must be submitted within five business days of the issuance of the Committee's decision. The Dean will determine the student's appeal on the basis of the record made at the prior hearings below. No new hearing will be conducted and no new evidence or arguments will be presented that were not presented at either of the prior hearings. The Dean shall, within seven business days of receiving the student's appeal letter, issue a decision on the appeal.

3) In the event that the student does not accept the decision of the Dean, the student may appeal in writing to the University Provost. The appeal letter must be submitted within five business days of the issuance of the Dean's decision. The Provost will determine the student's appeal on the basis of the record made at the prior hearings below. No new hearing will be conducted and no new evidence or arguments will be presented that were not presented at either of the prior hearings. The Provost shall, within seven business days of receiving the student's appeal letter, issue a decision on the appeal.

4) Should the student not accept the Provost's decision, the student may, within five business days after the issuance of the Provost's decision, submit in writing an appeal to the President of the University. As with the appeal to the University Provost, the appeal to the University President will be based upon arguments and evidence presented below, and no new evidence or arguments will be considered by the President. No hearing will be held and the President's decision will be on the basis of the evidence and arguments presented below and the student's appeal letter to the President. Unless prohibited from doing so by physical absence from the University, the President shall issue a written decision to the student on the student's appeal within seven business days after receipt of the student's appeal letter.

The decision of the University President is final and in the event that the final decision is adverse to the interests of the student, the student may pursue all available non-university avenues. However, the procedure set forth above by which a student may present an appeal regarding the decision of whether, based on the background check, the student may participate in the clinical experience or a program of study, are the administrative remedies available to the student. All of those administrative remedies must be pursued or the student will be prevented from pursuing any non-administrative remedy. In addition, the student must comply with all of the deadlines and other procedural requirements imposed at each stage of the appeal process, and may not skip a step in the process or alter any of the deadlines unless agreed to in writing by the University. The University has discretion to waive the deadlines or alter the procedure as may be requested by a student but in no event shall such waiver or other action require the University to take the same or similar actions in the future.

Adopted by President's Cabinet (10-12-05).
Amendment approved by President's Cabinet (03-07-07).
Amendment approved by President's Cabinet (03-02-11).

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

Purpose

This procedure provides an internal means of resolving complaints alleging violations of Fort Hays State University's equal opportunity and/or harassment policies.

Protection of Individuals

No person shall be subjected to discharge, suspension, disciplinary action, harassment or any form of retaliation for having utilized or assisted in the utilization of this complaint procedure.

Eligibility

Any university employee or student who claims to have experienced discrimination or harassment by another university employee is encouraged to contact the EEO Officer.

Confidentiality

The EEO Officer will treat with strict confidentiality information related to complaints, unless disclosure of the information is necessary for resolution or to comply with due process or other legal requirements.

Procedure

Submitting a Complaint

A person alleging that discrimination or harassment has occurred (the complainant) should contact the EEO Officer to schedule a meeting to discuss the charges. A written complaint also may be submitted. Upon meeting, the EEO Officer will obtain all relevant information from the complainant about the complaint and will discuss the university's policies on equal opportunity and harassment.

In the event that the EEO Officer is the person accused of discrimination or harassment, or the EEO Officer has a conflict of interest or the appearance of a conflict of interest, the president of the university will designate an interim EEO Officer to handle the complaint.

Investigation

The goal of investigation is to define the issues of the complaint in order to seek resolution. The EEO Officer is not an advocate for either party, and the investigation will be impartial. To the extent possible and appropriate, the EEO Officer will investigate the complaint even during the pendency of a criminal investigation.

During the investigation, the EEO Officer will seek to define the issues and positions of the complainant and respondent in order to identify the source of the conflict, to gather relevant information and to identify possible means of resolution. Both parties will be allowed to offer any evidence and witnesses it wishes to the EEO Officer to support or oppose the complaint. If the EEO Officer determines through investigation that the issue does not involve matters related to discrimination and/or harassment, the complainant will be notified that the issue is not appropriate for resolution through this procedure and will be directed to the appropriate office or procedure.

The EEO Officer will treat the materials received during the investigation as confidential. However, the EEO Officer may discuss relevant information with either party, and/or witnesses they identify, and with other appropriate parties in order to seek a resolution. All those involved will be expected to treat the information as confidential. In most cases, the investigation will be completed within 30 days following receipt of the complaint.

Results of Investigation

Upon completion of the investigation, the EEO Officer will provide a written report that uses the preponderance of the evidence standard and includes recommended actions, if any. The complainant and respondent each will receive a copy of the report. The report also will be distributed to the respondent’s immediate supervisor, who may be asked to act upon the recommendations contained therein. In most cases, the report will be issued within 30 days following completion of the investigation, or within 60 days following receipt of the complaint.

Possible dispositions include referring the respondent to harassment training located on the FHSU web site and referral to internal or external sources for counseling. Other disciplinary actions up to and including termination may be recommended.

A party who is dissatisfied with the process or outcome of a complaint may pursue the applicable university grievance process.

Approved by President’s Cabinet and replaces Protected Class and Sexual Harassment Grievance Procedures (09-07-11).

EMPLOYEE ENROLLMENT IN COURSES

As a regular, full-time employee of the University, employees may enroll in University courses with the expressed consent of their immediate and departmental supervisors. Class work must be arranged so that a full work week can be completed. Employees are limited to five credit hours (during their scheduled work time) per semester and must make up the work time lost in class.

EMPLOYMENT

See Chapter 1: Notice of Non-Discrimination, Notice of Accessibility and Equal Employment Opportunity Program

EMPLOYMENT OF RELATIVES/CONFLICT OF INTEREST

See Chapter 1: Nepotism

EMPLOYMENT OF NON-U.S. CITIZEN POLICY

Fort Hays State University will at all times comply with laws of the United States and the State of Kansas in recruiting, interviewing, hiring and employing non-U.S. citizens. Specifically, FHSU will hire non-U.S. citizens if such persons meet the required job qualifications and are the most qualified candidate for the position.

Prior to making an offer of employment to a non-U.S. citizen, General Counsel of the University shall be notified of the planned offer. No non-U.S. citizen will be given an offer of employment unless and until that person adequately shows to FHSU an ability and intent to become authorized to work in the United States. All contracts issued to non-U.S. citizens shall be contingent upon such person seeking and obtaining authorization to work in the United States. FHSU will not employ any persons who cannot establish their identity and prove their lawful ability to work in the United States. FHSU will not enter into any agreements with other persons or entities to employ, on FHSU's behalf, non-U.S. citizens who are not authorized to work in the United States.

FHSU will support any visa application necessary to enable an employee to work in the United States. However, FHSU will not provide legal advice or substantive assistance to the prospective employee in obtaining work authorization, and no offer of advice or assistance shall be made to the candidate needing work authorization. The candidate should be advised to retain an experienced immigration attorney to help them obtain work authorization.

At no time shall FHSU offer to pay any cost associated with obtaining work authorization on behalf of the employee, unless approval is sought and obtained from the dean of the college or the head of the administrative unit involved, as the case may be. However, all departments and units should be aware that there may be costs associated with employing non-U.S. citizens, including but not limited to, filing fees and attorney's fees. Should FHSU be required to pay these fees, they will come from department/unit budgets unless approved otherwise by the President of the University.

Permanent Residency Petitions

If an employee chooses to pursue lawful permanent residence (Green Card), he/she should consult with outside counsel to determine the best process for them to follow. The employee should be aware, however, there may be specific time frames within which permanent residence status must be sought (for example, applying for lawful permanent residence under special handling labor certification requires the labor certification application to be filed with the Department of Labor within 18 months of the employer's decision to hire the individual.)

The University is not required to sponsor any employee for permanent residence. In determining whether it will do so, the employee's department or unit will be consulted and the opinion of the head of the department or unit will primarily influence the decision of whether to sponsor the employee.

If the decision to sponsor the employee for permanent residence is made, the employee's department or unit should be aware that certain cost and fees may be incurred that the employer must pay. As with the general policy noted above, any required cost or fees will be paid by the department or unit budget unless approved otherwise by the President of the University.

The employing department or unit should be aware that in sponsoring an employee for lawful permanent residence, an employer may be required to demonstrate that the search which resulted in the hiring of the employee was conducted using print advertising in nationwide journals applicable to the discipline at issue. For this reason, the University recommends that all national searches for unclassified staff be conducted using at least one printed advertisement or announcement in a pertinent journal.

In the event that a search must be reopened as a requirement to pursuing sponsorship of an employee for permanent residence, the department or unit will be responsible for the cost and fees associated with the second search. In addition, no representations whatsoever shall be made to the employee that the reopening of the search will automatically result in the job offer being given to the employee.

Adopted by President's Cabinet (10-11-06)
Revised version adopted by President's Cabinet (03-05-08)

ENERGY

The University is cooperating with state and national leaders in the conservation of fuel as the problem of energy continues to grow in our country. All personnel are asked and expected to help in conserving energy by intelligent use and application of conservation measures throughout the campus. Personnel can make a substantial difference by turning off unneeded lights, keeping doors and windows closed at the proper times, and taking other appropriate steps to insure the most efficient usage of scarce fuels. The most concern for energy usage is during June, July, and August of each year, especially August. Please call either the Office of or Director of the Physical Plant to have any concerns addressed.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

See Chapter 1: Notice of Non-Discrimination, Notice of Accessibility and Equal Employment Opportunity Program

EVACUATION OF FACILITIES

The University normally does not close facilities because of brief interruptions in normal services (e.g., short-term water outages or heating/cooling). Occasionally, however, an unplanned incident may render one or more facilities unsuitable for normal habitation or use. In such a case, it may be necessary to evacuate one or more buildings and/or campus in general.

An evacuation may be necessary if there is a fire, power failure, lack of water, hazardous material release, structural damage, bomb threat or other terrorist act, active shooter, flood, or any other situation that makes the facility or campus unsafe or uninhabitable.

Buildings

A building evacuation may be initiated by the building fire alarm, by notice from a police or fire official, or by administrative decision. If the fire alarm sounds, or if a police officer or fire official gives an evacuation notice, everyone must leave the building. Individuals remain responsible for their own evacuation.

Building occupants may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials, unless otherwise notified by University Police, Hays Fire Department or the Ellis County Emergency Medical personnel.

All building occupants will follow instructions issued by University Police, Hays Fire Department or the Ellis County Emergency Medical personnel. The building may not be reentered until authorized by the University Police or the Hays Fire Department.

Building Floor Plans are posted at various floors and entrances of each building, which defines the designated tornado shelter area, the direction of egress for both tornado safety and building evacuation, areas of rescue assistance and location of the emergency call master station and defibrillation unit.

When evacuating a building, remain calm and evacuate the building in an orderly fashion. Go to a place of safety at least 200 feet from the building, unless otherwise directed by University Police or the Hays Fire Department. Building Supervisors, Faculty and Staff members should assist students and visitors with a prompt and orderly evacuation, reporting to 911 any individuals that are missing, trapped or requiring assistance with evacuation.

Areas of rescue assistance for each campus building have been identified and are defined in Appendix C.

Campus

In the event of an incident requiring the evacuation of campus, you will receive an emergency notification alerting you to vacate campus and go to where you feel safe off campus. Direction will be given relating to whether the campus evacuation includes students in on-campus housing. Campus community members with vehicles are to leave campus by the shortest route possible, unless otherwise directed by law enforcement or university personnel. Pedestrians are to leave campus by the shortest route possible. The University web site will post additional information as the event occurs.

Shelter-in-place (Staying where you are)

Shelter-in-place is terminology that means to stay where you are. This response is typically used during tornados and other events where evacuation cannot be completed in time. In an active shooter situation, and dependent upon what is occurring at that moment, you should protect yourself by following the principle “run, hide, fight”. This means that if you can get away from the shooter safely, you should do so. If you cannot get out safely, you should find a safe place to hide, putting as much of a barrier between you and the shooter as possible. Finally, if you cannot safely run or hide, you should be prepared to fight. Act with aggression, improvise weapons, and commit to your actions. Again, your response is dependent upon what is occurring at that moment. For more information on surviving an Active Shooter Event, go to https://www.fhsu.edu/university-police/emergencies/

In the event of a prolonged evacuation, the University's Incident Management Team will determine alternative arrangements for displaced students, faculty and staff.

Emergency Evacuation for individuals with disabilities

The University prohibits discrimination in its programs and activities, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, 1990. University procedures require everyone, including people with disabilities or other conditions, to evacuate the facility when the fire alarm is activated or when otherwise instructed to do so. The University is committed to assisting with the development of personal action plans and training to identify and assist people who may need assistance in an emergency. The University also recognizes that not everyone with a disability is in need of assistance.

It is recognized that people with disabilities or other conditions may require assistance with evacuating in the event of an emergency. Therefore, people needing assistance in an emergency are encouraged to identify themselves to the University as an individual with a temporary or permanent disability or other condition and make a request for assistance in advance of an emergency.

The Department of Residential Life will assist students with disabilities and other conditions in developing a plan for evacuating their housing residence. The Coordinator of Disability Student Services (located in the Kelly Center) will assist on-campus students with disabilities. University employees with disabilities and other conditions should work with their supervisor and the Personnel Office in developing personal action plans.

Individuals remain responsible for their own evacuation. Additionally, if an individual needs assistance evacuating, it is the individual's responsibility to identify evacuation assistants and request the assistance, in advance if possible, of those individuals.

See full policy and supporting documents on the University Policies page http://www.fhsu.edu/policies/administrative/.

Adopted by Executive Leadership Team (01-29-16).

EXTERNAL GRIEVANCE PROCEDURE

The chief executive officer of each Regents institution shall designate an office at the Vice Chancellor or Vice President level at each institution for the purpose of receiving and evaluating complaints or charges from non-employees alleging conduct by employees of the institution proscribed by institutional policies.

Upon receipt of a written, formal, and signed complaint or charge the designated official shall notify the chief executive officer of the institution and of the Board and the employee charged and shall investigate the merits of the complaint. If the designated official determines that the complaint has merit, that official shall proceed to resolve it through administrative channels if possible.

If it is impossible for the complaint or charge to be resolved by the designated official through administrative channels, the issue shall be referred to the chief executive officer of the University for presentation to the appropriate institutional committee for hearing.

The hearing committee shall forward its recommendation to the chief executive officer of the University for review. The chief executive officer shall accept, reject, or modify the recommendation of the hearing committee and shall inform the Board of the recommendation of the hearing committee along with a statement of the action taken thereon by the chief executive officer.

This procedure shall not negate any other policy or afford additional rights relating to the processing of claims or charges of proscribed conduct which may be made by persons directly involved with or affected by the operation and management of the University. This procedure is applicable only to any individual without current access to an established institutional grievance procedure. The University legal counsel has been designated to receive and evaluate complaints from non-employees.

Revised and approved by Cabinet (06-30-93).

Kansas Board of Regents: Policies and Procedures Manual (05-15-81).

FACULTY AND UNCLASSIFIED STAFF HANDBOOK

The *Faculty and Unclassified Staff Handbook* on the University's computer system has been designated the official version of that handbook. Since it is not always current and up to date, the following has been enacted:

1. All policies and changes shall include the dates of their approval by the Faculty Senate and by the President, as well as the date on which they become effective;

2. All policies and changes will have an effective date of either January 1 or July 1;

3. The Provost is requested to develop and implement an improved organization and indexing of the *Faculty and Unclassified Staff Handbook* for more user-friendly, on-line access;

4. The Provost's Office will distribute hard copies of the *Faculty and Unclassified Staff Handbook* to faculty and staff on request. Official updates will be sent to all holders of hard copies semi-annually, on January 1 and July 1.

FACULTY HEARINGS AND APPEALS PROCEDURES

General Faculty Hearing and Appeal Procedure

In accordance with the principles of administration and due process and in order to ensure prompt determination of contested decisions and fair play to all concerned, the following options are available to disaffected faculty members (faculty defined as all individuals holding academic rank of instructor, assistant professor, associate professor, and professor) for a redress of grievances involving academic freedom, termination of employment or termination related to financial exigency. It is important to recognize that these options do not apply to issues of sexual harassment, discrimination/harassment on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, veteran status, physical or mental disability, merit evaluation, tenure and promotion decisions, non-tenured appointees or program and unit discontinuance. There are specific due process and grievance procedures associated with each of these latter issue-areas (see *Faculty and Unclassified Staff Handbook* index for listing).[1]

The hearing and appeal process provided to address an area or issue not already assigned to a specific grievance process includes the following procedures:

1. There is an established tradition of informal appeal at FHSU and this informal procedure shall be maintained. The aggrieved faculty member has the right of an informal effort at mediation with his or her departmental chairperson; and if unsuccessful at this level, the faculty member has the right of an informal effort at mediation with the dean of his or her respective school.

   Since an open door policy has been maintained at all administrative levels, the aggrieved faculty member also has the right of informal appeal to the provost and to the president. This right shall not be infringed upon. Should the informal procedures fail to satisfactorily resolve the grievance, the grievant shall contact the Chairperson or any member of the University Affairs Committee to initiate the formal grievance procedure.

2. A request for a formal hearing based on an appeal in writing, initiated within sixty (60) days from the date of receiving written notification of the fact(s) constituting the grievance, will commence the proceedings. The written request will state the issue(s) and the reasons for appealing. It shall be dated and signed by the appealing faculty member and delivered to the appropriate department chairperson with a copy to the appropriate dean.[2] No later than ten (10) working days from the receipt of the written request for such hearing, the department chairperson shall set a time, date, and place agreeable to both parties for a formal departmental hearing before a committee composed of at least three faculty from that department, notify the appealing faculty member, hereinafter referred to as "grievant," in writing of the time and place agreed upon, the names of the faculty comprising the departmental hearing committee, and the procedural rules of the committee.[2] A mechanical/electronic record of the departmental hearing will be made and a transcription will be made if it is so ordered by the chairperson of the departmental hearing committee.

   A decision in the form of a recommendation shall be made within seven (7) working days following the departmental hearing; and the decision containing findings of fact, conclusions, and a recommendation will be reduced to writing and delivered to all concerned parties with a copy to the department chairperson and the appropriate dean.[2] The dean within ten (10) working days will notify the grievant in writing of his or her

[1] See Chapter III for Procedures for Hearings and Appeals specifically related to tenure and promotion.

[2] In the event that the department is unable to produce a three-member departmental hearing committee or the grievant is a department chairperson, then the request for a formal departmental hearing will be filed with the dean and a copy delivered to the provost. The dean will then supplement those faculty members from the grievant's department willing and able to serve on a departmental hearing committee with members from other departments within the appropriate school to serve as a three-member formal hearing committee in lieu of a departmental hearing committee.

decision. The grievant may accept the decision of the dean; and in that instance, the appeal procedure is completed.

Under normal circumstances in a grievance procedure at the departmental level, legal counsel is not considered appropriate or necessary to such a proceeding. The purpose of this departmental hearing is fact-finding, to give the grievant an opportunity to present orally and by written documentation to the departmental hearing committee in a non-adversary atmosphere a total evidentiary statement, any new evidence, additional cumulative evidence, or interpretation of existing materials previously presented in support of the grievant's position so that the committee may consider corrective action by recommendation to the dean based upon all the facts.

A grievant who decides that support, advice, or counsel is needed during the departmental committee hearing, may have an attorney in fact (any personal advisor) or an attorney at law present to advise and counsel. Under the rules of the departmental hearing committee, the advisor's role and function is limited to advising the grievant. The advisor may not make any statement or argument to the hearing committee, but may communicate freely and completely with the grievant to advise him or her and have all necessary time to do so.

On rare occasion, if both the grievant and the department hearing committee agree that there are no issues, evidentiary matters, or evidentiary interpretations that have not been fully and completely explored by all parties, that no useful purpose would be served in illuminating the dispute, the grievant and departmental hearing committee may in writing notify the appropriate dean[2] and Chairperson of the University Affairs Committee of the Faculty Senate that both parties agree to waive the departmental hearing.

3. If the departmental hearing committee does not support the faculty member, or if it does support the faculty member and the dean[2] does not concur in the committee's decision and the grievant does not acquiesce in the decision of the dean,[2] he or she may commence within thirty (30) days an appeal to the University Affairs Committee of the Faculty Senate for a formal hearing and procedure before a University Appeals Committee.

   To institute the formal hearing at the University level, the grievant shall in writing notify the Chair or any member of the University Affairs Committee that he or she seeks a formal hearing. The notification shall state in writing the reason(s) for the appeal and the issue(s) to be determined by the University Appeals Committee. Upon receipt of such written notification, the Chair or any member of the University Affairs Committee shall call a meeting of the University Affairs Committee within ten (10) working days of the receipt of said notification, for the purpose of selecting a panel of five (5) tenured faculty members and two (2) alternates to hear the appeal. The faculty selected for the panel shall be notified in writing of their appointment to the University Appeals Committee within one working day of said appointment. The University Affairs Committee shall designate one of the panel as Chair Pro Tem.

[2] In the event that the department is unable to produce a three-member departmental hearing committee or the grievant is a department chairperson, then the request for a formal departmental hearing will be filed with the dean and a copy delivered to the provost. The dean will then supplement those faculty members from the grievant's department willing and able to serve on a departmental hearing committee with members from other departments within the appropriate school to serve as a three-member formal hearing committee in lieu of a departmental hearing committee.

The Chair Pro Tem of the University Appeals Committee shall call a meeting of the University Appeals Committee within ten (10) working days of the transmittal of the written notification of appointment. At this meeting the Chair Pro Tem shall discuss with the members of the committee any potential conflicts of interest with either the grievant or the respondent, bias, or possibility of being called as a witness. The University Appeals Committee shall then (1) select a permanent chair; (2) review the rules and procedures for conducting the appeal process and hearing; (3) review the written notification document to evaluate the degree of complexity of the issue or issues; (4) develop a schedule of dates and deadlines for the appellate procedure; and (5) notify all parties in writing of the times and dates established for the appellate procedure and the outline of procedural rules.

When the University Appeals Committee considers appeals of the nature of severe sanction or the dismissal of a tenured faculty member, it shall establish detailed and explicit procedural safeguards in substantial conformity with the section titled, "Dismissal Procedures," in the most recent edition of the American Association of University Professors Policy Documents and Reports.

If the University Appeals Committee is to consider an appeal of the nature that will not result in the severe sanction or the dismissal of a tenured faculty member, the University Appeals Committee shall follow the following procedural guidelines for conducting the appellate process.

a. After the University Appeals Committee has had time to review the formal letter of appeal supplied by the grievant, the committee shall outline the issues or points of contention in the appeal.

b. This outline of issues and questions of a relevant fact-finding nature shall be sent in writing to the parties involved in the appeal hearing.

c. Each party shall respond in writing to the committee's outline of issues, indicating their opinion on the restatement, clarification, inclusion or exclusion of the issues outlined. Likewise each party shall respond to any fact-finding questions propounded by the committee. These responses are to be returned to the committee within ten (10) working days of the receipt of said documentation.

d. If all issues can be resolved without formal hearing, the Chair of the University Appeals Committee shall transmit this fact to the president of the University within ten (10) days of a resolution of the appeal.

If the issues of the appeal cannot be mediated by the University Appeals Committee, then the matter will move to formal hearing. A formal hearing shall be scheduled within thirty (30) working days of the return of the responses of the parties to the outline of issues and questions. This schedule can be adjusted at any point in the process with the consent of all of the parties.

The appeal hearing shall be informal and closed to the public. The presence of legal counsel is discouraged. If, however, one party intends to have legal counsel present, that party must notify the University Appeals Committee within twenty-four (24) hours of the announcement of the date for the formal hearing, allowing the other parties time to acquire counsel if they so choose. If legal counsel is present, legal counsel shall be allowed only an advisory role and may not participate directly in the hearing.

At least twenty (20) days before the date of the appeals hearing, all parties shall submit to the University Appeals Committee a list of all witnesses that the parties intend to give testimony at the hearing and the nature of the testimony. These lists of potential witnesses shall be exchanged among the parties by the Chair of the University Appeals Committee.

The University Appeals Committee shall meet within two (2) working days of the adjournment of the appeals hearing to make a determination of the issues as outlined in the appeal. A written determination of the University Appeals Committee including the findings of fact, conclusions, and recommendation(s) shall be transmitted to the president of the University within ten (10) working days of the adjournment of the appeals hearing. A copy of this written determination shall also be transmitted to all of the parties on the same date as the transmittal to the president of the University. The University Appeals Committee acts only in an advisory capacity to the president of the University. Any findings, determination or recommendations made by the University Affairs Committee are not binding on the president of the University or the parties to the appeal.

4. Unless prevented from so doing by reasonable absence from the campus, the president of the University shall, not later than ten (10) working days from the receipt of the University Appeals Committee recommendation(s), notify the University Appeals Committee and all other concerned parties in writing of his/her concurrence with the University Appeals Committee recommendation(s). If the president does not concur with any or all of the University Appeals Committee recommendation(s), the president shall within a reasonable time submit a detailed statement in writing of the compelling reasons for the non-concurrence to the University Appeals Committee. The University Appeals Committee shall reply to the counter-arguments presented by the president within ten (10) working days and the president shall then within five (5) working days make a final decision and notify all concerned parties including the University Appeals Committee of his/her final decision in writing.

5. In the event that the final decision is adverse to the interest of the affected faculty member, and if the appeal is of the nature of severe sanctions or dismissal, the grievant may wish to pursue other non-University avenues.

6. In order to avail himself or herself of the formal grievance procedures set forth above, the grievant must, at the departmental hearing level, file his or her written statement initiating the proceedings with the departmental chairperson, with a copy to the appropriate dean[2] within sixty (60) days from the date of receiving written notification of the fact(s) constituting the grievance.

   In order to utilize the formal grievance procedure set forth above, a grievant must at the University appeal level, file a written statement initiating the proceedings with the Chairperson of the University Affairs Committee within thirty (30) days from the date he or she received the written decision from the appropriate dean. [2]

Approved by President Edward H. Hammond (04-06-95).

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[2] In the event that the department is unable to produce a three-member departmental hearing committee or the grievant is a department chairperson, then the request for a formal departmental hearing will be filed with the dean and a copy delivered to the provost. The dean will then supplement those faculty members from the grievant's department willing and able to serve on a departmental hearing committee with members from other departments within the appropriate school to serve as a three-member formal hearing committee in lieu of a departmental hearing committee.

Non-Tenured Appointment Hearings and Appeals Procedures

This procedure is developed in the recognition that difficulties between employers and employees will occasionally arise. Any non-tenure appointee shall have these recourses available when affected by University policy, action, or by an individual within the University.

Resolving these matters quickly and as closely as possible to their occurrence is in the best interests of all concerned. It is important to recognize that these options do not apply to issues of sexual harassment, discrimination/harassment on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, veteran status, physical or mental disability, merit evaluation, tenure and promotion decisions, non-tenured appointees or program and unit discontinuance. There are specific due process and grievance procedures associated with each of these latter issue-areas (see *Faculty and Unclassified Staff Handbook* index for listing). [1]

Since an open door policy has been maintained at all administrative levels, each employee has the right of informal appeal to his or her immediate superior and to the appropriate vice president.

If the matter is not resolved to the employee's satisfaction through informal discussion, the employee may proceed to the formal grievance stage by presenting the grievance in writing to the immediate supervisor. If the grievance is with the faculty member's immediate supervisor, the aggrieved faculty member may contact the next administrative level. The grievance must be presented to the immediate supervisor within 45 days of its occurrence. The supervisor or Equal Employment Opportunity Officer will have two (2) working days in which to supply the employee with an answer in writing.

If the employee is not satisfied with the answer from the immediate supervisor, he or she may take the grievance to the appropriate vice president if that person is not the immediate supervisor. The grievance must be presented in writing within five (5) working days from the time the answer was given or due by the immediate supervisor. The vice president will have seven (7) working days in which to provide the employee an answer in writing. In either situation, if the employee is not satisfied with the answer received from the vice president, he or she may take the grievance to the president. The grievance must be presented within seven (7) days from the time the answer was given or due by the vice president.

The president shall, within seven (7) working days after receiving the grievance, appoint a committee of three (3) persons to hear the grievance and shall set the date for the hearing. All concerned parties shall be notified in writing concerning the hearing, date, and location. Members of the advisory committee shall be employees of the University, and their selection shall be based on the objective of providing a fair and impartial hearing. The grievance committee shall consider such evidence as may be offered by the employee and supervisor.

A report of the findings of fact and recommended settlement of the grievance shall be forwarded by the grievance committee to the president within seven (7) working days after the hearing. All parties involved in the matter shall be informed in writing within five (5) working days of the president's decision. A copy of the committee report and the president's decision shall be placed in the personnel file of the employee.

Revised and approved by Cabinet (06-30-93).

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[1]See Chapter III for Procedures for Hearings and Appeals specifically related to tenure and promotion.

HARASSMENT POLICY

Fort Hays State University is committed to an environment in which students, faculty and staff are free of all forms of harassment, exploitation and intimidation.

It is the university's policy to prohibit harassment of individuals on the basis of their status as a member of a protected class, which includes race, color, religion, gender, age, national origin, marital status, sexual orientation, veteran status and physical or mental disability. The protections afforded by this policy apply equally to all university employees and students.

Harassment includes, but is not limited to, verbal, physical or written behavior directed toward or relating to an individual or group on the basis of their protected class status which has the purpose or effect of:

1) creating an intimidating, hostile or offensive work or educational environment;

2) interfering with an individual's work, academic performance, living environment, personal security or participation in university-sponsored activities;

3) threatening an individual's employment or academic opportunities.

This definition also applies to harassment of persons because of their association with or support of members of a protected class, as well as retaliation for reporting a violation of this policy or applicable laws and regulations.

Sexual Harassment

In particular, sexual harassment violates not only the dignity of the individual but also the integrity of the university as an enlightened environment in which to work and learn. Behavior that constitutes sexual harassment includes:

1) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (e.g. uninvited touching) that are made either implicitly or explicitly a term or condition of an individual's employment or education, or are used as the basis for employment or academic decisions affecting the individual (e.g. grades, evaluations, promotions, letters of recommendation);

2) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work or learning environment (e.g. sexual innuendo in the classroom).

While some examples of harassment, such as physical and verbal assaults, are easily identified, more generalized conduct such as use of epithets and inappropriate humor often goes unnoticed. All of these instances are equally demeaning and violate the spirit of this policy.

Anyone who believes they have been the target of harassment should report the incident(s) to the EEO Officer, as outlined in the Fort Hays State University Discrimination and Harassment Complaint Procedure.

Any reprisal taken against an individual for reporting, objecting to or serving as a witness about harassment of a member of a protected class is retaliation and will be considered a separate and distinct act of harassment.

Title IX

Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et. Seq., prohibits discrimination on the basis of sex in any federally funded education program or activity. Any of the following actions, when taken on the basis of gender, may constitute a violation of Title IX and this policy, and could give rise to a complaint and investigation pursuant to this policy:

1) Sexual violence, which is a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent, and may include rape, sexual assault and sexual battery;

2) Sexual harassment, as defined elsewhere in this policy;

3) Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

4) Discrimination, defined as actions that deprive members of the university community of educational or employment access, benefits or opportunities;

5) Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

6) Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

7) Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;

8) Violence between those in an intimate relationship or partnership;

9) Stalking, defined as a repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the university community; and,

10) Retaliation.

Complaints of actions in violation of this policy should be directed to one of the University's Title IX Officers. The Chief Title IX Coordinator and person to whom complaints of Title IX violations by students and against students or employees should be submitted is:

Keegan Nichols, Assistant Vice President for Student Affairs
Fort Hays State University
600 Park Street
Sheridan Hall, Room 208
Hays, KS 67601
knnichols@fhsu.edu
785-628-5824 (phone) 785-628-4113 (fax)

The Deputy Title IX Coordinator responsible for investigating complaints of Title IX violations by employees or third parties and against students or employees is:

Amy Schaffer, Equal Employment Opportunity Officer
Fort Hays State University
600 Park Street
Sheridan Hall, 314
785-628-4175
alschaffer@fhsu.edu.

The Deputy Title IX Coordinator responsible for investigating complaints of Title IX violations arising out of participation in intercollegiate athletics at the University is:

Dixie Balman, Senior Women's Administration and Assistant Athletic Director for Compliance
Fort Hays State University
134 Cunningham Hall
785-628-4372.

Complaints to the Chief Title IX Coordinator and the Deputy for athletics-related complaints will be investigated and adjudicated pursuant to the Student Code of Conduct. Complaints to the Deputy for employee-related complaints will be investigated and adjudicated pursuant to the Fort Hays State University Discrimination and Harassment Complaint Procedure.

Approved by President's Cabinet (09-07-11).

HIV/AIDS POLICY

On the basis of current information from the American Health Association and the National Center for Disease Control, FHSU makes the following statement:

There is no current evidence that individuals infected with HIV can infect other individuals by casual contact. Accordingly, there is no reason to exclude these individuals from campus, academic, social, or cultural activities. Therefore, on the basis of current knowledge of the disease, individuals sharing common living space, study areas, libraries, classrooms, theaters, and recreational areas do not represent a problem or public health threat to the campus community.

There may be situations or circumstances which arise on the Fort Hays State campus that will require case-by-case attention. When such circumstances arise, the Vice President for Student Affairs will seek the medical advice of the HIV/AIDS Task Force, which is comprised of the physician and other relevant parties. This group will also provide an opportunity for the University and student to discuss their circumstances. Patient confidentiality will be maintained at all times. Appropriate University resources for emotional and social support will be made available to all concerned individuals. The Task Force will review the issues and provide recommendations to the President of FHSU for a resolution of the issue.

The HIV/AIDS Task Force recognizes the importance of education in coping with the HIV/AIDS issue and continues to implement educational programming to address the medical and social aspects of the disease.

Approved by President Gerald W. Tomanek (04-07-86). Updated (02-02-00).

HONORARIUMS

Honorariums are used to pay independent contractors. Information about honorariums is available from the Business Office.

All payments on a fee basis to employees of any state agency must be made through the regular payroll procedure. Information about employee payroll is available from the Human Resource Office.

IDENTITY THEFT PREVENTION PROGRAM

Purpose

In late 2007 the Federal Trade Commission implemented regulations requiring financial institutions and other creditors to develop policies and procedures to identify detect and respond appropriately to Red Flags of identity theft. The regulations also require users of consumer reports to develop policies and procedures designed to enable the user to form a reasonable belief that a consumer report relates to the consumer about whom it has requested the report when the user receives a notice of address discrepancy. In addition, identity theft has become prevalent in today's society, and poses significant risk to consumers, including students of Fort Hays State University. Therefore, Fort Hays State University hereby implements this program in order to comply with applicable regulations, to protect students and other consumers of FHSU's services from identity theft, and to mitigate the effects of such when it does occur.

Policy and Procedures Regarding Identity Theft

Definitions

"Identity Theft" is a fraudulent or attempted use of identifying information of another person without such person's authority.

A "Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

"Covered Account" means all student accounts or loans administered by FHSU that involve or are designed to permit multiple payments or transactions, and accounts for business, personal, family and household purposes for which there is a reasonably foreseeable risk of identity theft. For purposes of this program, examples of covered accounts maintained or offered by FHSU include but are not limited to:

- Student tuition and fee payment plans;
- Housing payment plans (room and board, including meal plans);
- Financial Assistance programs and repayment plans associated therewith, when applicable;
- The Federal Perkins Loans;
- FHSU Institutional Loans, and;
- Student Health Center fees.

"Consumer" as used herein means the holder of a covered account or a person on whom a consumer report has been sought.

Identifying Red Flags

In identifying Red Flags on covered accounts, FHSU will take the following into consideration:

- The type of covered accounts it maintains as identified above and the nature of regular and ordinary transactions on those accounts;
- The level of access by the account holder to the account, and;
- Any specific reports of or recent history involving identify theft in connection with FHSU students, faculty, staff, or other consumers.

Examples of Red Flags

- Alerts, notifications or warnings from a consumer reporting agency including a fraud alert in connection with a consumer report;
- A notice of address discrepancy received from a consumer reporting agency;
- A consumer report indicating a pattern of activity that is inconsistent with the history and usual pattern of activity on that account;
- Suspicious documents including: documents used for identification that appear to have been altered or forged; and photographs or physical descriptions on an identification that are inconsistent with the appearance of the applicant or customer presenting the identification, or other inconsistent information on the identification;
- Suspicious personal identifying information including: personal identifying information provided by the customer not consistent with other personal identifying information; personal identifying information that is of the type commonly associated with fraudulent activity as indicated by internal or third-party sources, such as a fictitious address or asocial security number that matches asocial security number provided by another customer; and personal identifying information that is not consistent with other information on file with FHSU;
- Unusual or suspicious activity related to the covered account, including but not limited to notice to FHSU that a student is not receiving mail sent by FHSU, a breach of FHSU's computer system security, and unauthorized access to or use of student account information, and;
- Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identify theft in connection with covered accounts held by FHSU.

Detecting Red Flags

In order to attempt to detect Red Flags, FHSU will obtain identifying information about the person opening a covered account and attempt to verify such person's identity to the extent reasonable and possible, by comparing the information received with other information on the same person maintained by FHSU. In addition, FHSU may take one or more of the following actions to detect Red Flags:

- Require certain identifying information such as name, date of birth, academic records, home address or other identification, including verification of student's identity through photo identification for issuance of the student identification card (Tiger Card);
- Verify identification of students if they request information or changes in banking information given for billing and payment purposes;
- Require written verification that an address is accurate at the time the credit report request is made to the consumer reporting agency, and in the event there is an address

discrepancy, verify that the report pertains to the applicant for whom the report was requested;
- Monitor account when specific activity on that activity occurs.

Responding to Red Flags

When FHSU has detected a possible Red Flag associated with a covered account, the administrator of the Program may take one or more of the following actions:

- Contact the customer to verify inconsistent information or to verify recent activity on the account;
- Monitor the covered account for unusual or suspicious activity;
- Change any password, security code or other security device that permit access to a covered account;
- Close an existing covered account;
- Notify law enforcement when circumstances indicate possible criminal activity;
- Determine that no particular response is warranted under the circumstances presented; and
- Post a notification to the campus community of the suspected incident involving identity theft on the University's Police Department website.

Updating the Program

FHSU will review the program periodically, and no less than once per year, to determine whether updates and modifications are needed based upon experience with identifying and responding to Red Flags. Also, the program will be reviewed and updated if FHSU becomes aware of changes in methods of committing, preventing and/or detecting identity theft. Finally, changes in the type or nature of accounts that FHSU maintains and particular business arrangements of FHSU may require an update to the program.

Administering the Program

This program has been approved by the President's Cabinet on the date indicated at the end of this document. Oversight for the program is delegated to the Vice President for Administration and Finance or designee. The Vice President for Administration and Finance or designee will review reports prepared by staff regarding any particular circumstances throughout the year when Red Flags were detected, and shall recommend and implement updates and changes to the program as needed.

Oversight of Service Provider Relationships

The Vice President for Administration and Finance or designee shall also be responsible for oversight of service provider arrangements, making sure that financial institutions or creditors engaged by FHSU to perform an activity in connection with one or more covered accounts are complying with applicable regulations relating to Red Flags for identity theft and address discrepancies (example: FHSU's vendor for student banking services). The person responsible for such oversight on FHSU's behalf will at a minimum contact the vendor to discuss the vendor's policies and practices pursuant to the Red Flags rules, and will periodically review the vendor's reports of detected Red Flags on accounts relating to the University, and will examine the vendor's response thereto.

Address Discrepancies

A notice of address discrepancy means a notice sent to FHSU by a consumer reporting agency, that informs FHSU of a substantial difference between the address provided to request a consumer report for the person for whom the consumer report was requested and the address in the vendor's file for such person.

Action Steps When a Notice of Address Discrepancy is Received

FHSU will take one or more of the following actions to enable it to form a reasonable belief that a consumer report relates to the consumer about whom it has requested the report when a notice of address discrepancy is received:

- Compare the information in the report with the information FHSU maintains in its own records;
- Verify the information in the report by contacting the person on whom the report was made.

Action Steps When an Address has been Found to be Accurate

When FHSU has reasonably confirmed an address for the consumer is accurate, FHSU will furnish such address to the consumer reporting agency as part of the information that FHSU regularly furnishes the next time it provides information. When FHSU has confirmed an address for a consumer after receiving a notice of an address discrepancy, it will provide the confirmed address to the vendor the next time FHSU provides information to the vendor.

Action Steps When an Address cannot be Verified

If FHSU receives notice of an address discrepancy in connection with one of its covered accounts as defined above, it will follow the policies and procedures relating to Red Flags for identity theft. FHSU will inform such person that the address provided by the consumer reporting agency is inconsistent with the address provided by the person or maintained by FHSU, and through this policy advises such persons to take appropriate steps to guard their identity and mitigate any possible harm that has been or could be caused as a result of identity theft.

Adopted by President’s Cabinet (06/17/09).

INTELLECTUAL PROPERTY POLICY

Purpose

The University has created an environment for some of the most important and creative endeavors in our modern era. By providing a forum for discussion and exploration, the University stimulates great works of research, art, and music. This policy has three purposes. First, to recognize the diverse ways in which the innovativeness and creativity of faculty and staff benefit Kansas and our nation. Second, to recognize the role of the University in facilitating the creative activity of faculty. Third, to recognize the specific rights of ownership that the University has in the creative activities of faculty, staff, and students.

Benefits of Creativity

A necessary element for the creation and dissemination of knowledge is the free exchange of ideas, information, and scholarship. The University, faculty, staff, and students are partners and thus have a joint interest in developing and maintaining a positive atmosphere for creative endeavors. In order to maintain the amicable relations requisite for such an environment, it is necessary to recognize that in some instances ownership of intellectual property resides primarily with the faculty, staff, or student(s) who was (were) its creator(s), in some instances ownership over intellectual property is shared among the partners, and in some instances ownership resides primarily with the University.

Instances when Ownership of Intellectual Property Resides Primarily with the Creator

The University, faculty, staff, and students jointly agree that, except in the following cases, ownership of intellectual property rights, including copyright, books, articles, works of art, musical compositions, or other forms of intellectual creations belong to the faculty, staff, or student [hereafter "creator(s)"] who created it:

1. Works written or produced under contracts or grants. Intellectual property resulting from a contract or grant belongs to the party who provides the funding or grant or is assigned according to the terms under which the contract or grant was carried out.

2. Patents and software (excluding mediated course work software, see below).

3. Student-created products. Student-created products not claimed by students within 30 days of the close of the semester in which those products were created may be disposed of or destroyed by the University.

4. The University has the right to fair use of scholarship produced by creator(s) who are members of the University community, subject to the laws of Kansas and the United States.

Instances of Joint Ownership: Patents and Software

If faculty members, staff members, or students develop software, hardware, or other intellectual innovations, or obtain patents or software copyrights solely as a result of their own creative and intellectual effort, time, resources, and money, then those individuals shall be the sole beneficiaries of any royalties or profits deriving therefrom.

Patents obtained on inventions resulting from institutionally sponsored research or software copyrights resulting from institutionally sponsored research with an actual or projected market value in excess of $10,000 annually (adjusted by the 1998 Consumer Price Index) shall be retained by the University or may be assigned to an organization (hereafter called "the Organization") independent of the institution and created for the purpose of or assigned the responsibility for obtaining patents on inventions, software copyrights, receiving gifts, administering or disposing of such patents and software copyrights, and promoting research at the University by every proper means. The following provisions govern the patenting of inventions or obtaining of software copyrights:

1. Anyone who conceives an invention resulting from a research project sponsored by the University shall report the matter to the appropriate research administrator at the University, who will recommend whether to forward it to the Organization.

2. If the University or Organization decides that the invention does not warrant patenting or the software does not warrant copyrighting, the creator(s) is (are) free to patent or copyright it. In such case, however, the University does not relinquish its rights to publish any of the data obtained in the research project.

3. When any revenue is obtained by or on behalf of the University from the development or assignment of any patent or from royalties, license fees, or other receipts based on any patent, not less than twenty-five percent (25%) of such receipts shall be paid to the creator(s) after the University has recouped any direct costs borne by it for equipment and materials and costs paid to third parties.

4. When any revenue is obtained by or on behalf of the University from the development or assignment of any software copyright with an actual or projected market value in excess of $10,000 annually or from royalties, license fees, or other receipts based on any software copyright with an actual or projected market value in excess of $10,000 annually, after the University has recouped any direct costs borne by it for equipment and materials and costs paid to third parties, the first $50,000 annually is to be paid to the creator(s), with the understanding that such amount will be adjusted annually according to the Consumer Price Index as to the value of the dollar at December 31, 1998. Additionally, not less than twenty-five percent (25%) of annual receipts over $50,000 shall be paid to the creator(s).

5. The remainder of the receipts mentioned in the preceding two points shall be used to sponsor further research and research-related activities in the University. The University may agree that the Organization may retain a portion of the funds to cover its administrative and related necessary costs.

6. The cases of cooperative research and research for which all costs including overhead are paid by an outside party is delineated in Kansas Board of Regents Policy Manual, (sections D8b5 and D8b7).

Instances of Joint Ownership: Mediated Instruction

The University community is committed to disseminating scholarship and innovation as widely as possible. Instruction in traditional, face-to-face classes is one forum in which this distribution occurs. Other increasingly important vehicles for instruction are mediated courses, offered through the Virtual College at FHSU. The University has some control and ownership rights over Virtual College courses and these rights are shared with faculty who produce the Virtual College courses. The University's rights to Virtual College courses are subject to the following provisions:

1. A faculty member's notes and lectures are his or her property. In addition, when a faculty member has developed a Virtual College course without specific contractual obligation to do so (faculty initiated) and using only normal resources, the resulting mediated courseware involved in teaching the Virtual College course is the property of the faculty member.

2. The department maintains control of the curricula and course offerings of its approved programs, including Virtual College courses.

3. The faculty member(s) who created a Virtual College course has (have) the right of first refusal to an offer to deliver the course before the department may assign the course to

another faculty member. In addition, in order to use faculty-initiated Virtual College courses the University will need to obtain the written permission of the creator.

4. The Virtual College will negotiate with the original creator(s) with regard to the payment of fees for the development of course(s), for the teaching of the course(s), and for the continued use of the course(s) when taught by a third party. Receipts to the creator(s) generated from the non-tuition/fee sale or use of all Virtual College course materials outside of the University shall be 50% of the gross profits.

5. No Virtual College course shall be edited or in any other way modified without the prior approval of the joint owners.

6. Should the creator(s) leave the University he or she (they) may still offer the Virtual College course for the University if willing and able, or may without prejudice offer the Virtual College course for another University, except that the creator(s) will not offer this Virtual College course in Kansas in competition with the University.

Grievance Procedures

The Faculty Hearings and Appeals procedures in Chapter One of the *Faculty and Unclassified Staff Handbook* will be used for resolving grievances arising from the application of this policy for faculty.

Conclusion

The University is committed, first and foremost, to fostering creativity and innovation and, second, to the timely dissemination of their beneficent results. The University encourages creativity and innovation and recognizes the many ways in which these qualities contribute to society. By protecting the intellectual property rights of all parties, the University partners hope to foster the type of dynamic synergism which is unique to the University setting.

INTERNET ACCESS POLICY

All Fort Hays State University faculty, staff, and enrolled students (in one or more hours) may have access to the Internet system as long as they remain an employee or student of the University.

All public and private schools, hospitals, city and county governments, and other not-for-profit organizations in our service area may access Internet through the University.

All individuals and for-profit organizations not included above shall not have access to Internet through the University but may request that the University consult with them on accessing the Internet. One such access method is an annual subscription with Information Network of Kansas at a reasonable fee and toll-free access.

Faculty, staff, and students utilizing this system will be periodically removed from the system as their enrollment or employment terminates. For purpose of this system the Technology Services will cancel all students active on the system one week after the submission of grades for any given semester. Staff and faculty will be removed from the system by utilizing the payroll records system which indicates active employees of the University. This will be done twice a year, the first week in January and the first week in July.

It should be recognized that access to Internet and other University computer and electronic systems is a privilege provided by the University. Any abuse or misuse of this system will result in termination of access. In addition, other disciplinary action may be instituted depending upon the nature of the actions necessitating removal from the system.

Approved by Cabinet (03-02-94).

LEAVE REPORTING PROCESS

The University uses a distributive time and leave reporting process on electronic time sheets. Departmental timekeepers are responsible for gathering and entering time and leave every two weeks. The deans, directors, department chairs, and other supervisors are responsible for the accuracy of their own as well as their subordinates' time and leave.

After all time and leave are processed and a payroll generated, a "Summary of Leave Activity" report is sent to each department. Leave data is also summarized on the paycheck stub.

LONG DISTANCE TELEPHONE CALLS

Long distance calls are charged to the department phone being used in making the call. Departments should initiate procedures to ensure appropriate controls are in place.

LOST AND FOUND

The main lost and found property office is the Student Service Center, Memorial Union, with additional convenient offices maintained in Albertson Hall, Cunningham Hall, Davis Hall, Forsyth Library, Hammond Hall, Malloy Hall, Martin Allen Hall, McCartney Hall, Picken Hall, Rarick Hall, Sheridan Hall, Stroup Hall, Tomanek Hall, and each residence hall. Property found on campus may be turned in to any of these offices. Branch lost and found offices should send unclaimed property to the general office at regular intervals. Property not claimed by owners will be disposed of after a reasonable time, usually at semester.

MOBILE COMPUTING SECURITY POLICY

I. Purpose

The University's information is a highly important asset. The purpose of this Mobile Computing Security Policy is to protect this asset. Each employee has a responsibility to do his or her part in protecting private University information. The portability of Mobile Computing increases the possibility of compromising the integrity of our information. This policy addresses responsibilities in safeguarding this information and other issues targeted to mobile computing.

II. Individual Responsibilities

When we power up our PCs, tablets, and laptops whether from home or from our desk to access the student system, **IFAS**, **Lotus Notes**, **Blackboard**, or other University resources, we open up a window to University information. Accessing this information brings with it the responsibility of keeping that information secure. We all should minimize the chance that others will misuse our connection to this information.

Keep in mind that some of this information may reside on our tablets and laptops when we take them home, on USB flash drives, on CDs, on SmartPhones, on iPods, on office file servers, or on other servers.

III. Protect Personal Information

There are a variety of laws that prohibit disclosing personally identifiable, non-public academic, financial or health information without permission. The Family Educational Rights and Privacy Act (FERPA) specifically targets practices of educational institutions. The Health Insurance Portability and Accountability Act (HIPAA) protects personal health-related information. These and other regulations govern the use of personal identifiers, especially the use of Social Security Numbers. The improper use of Social Security Numbers exposes individuals to identify theft, financial loss, and improper use of personal information. The Social Security Administration considers the SSN to be confidential.

The University is required to collect Social Security numbers for a number of federal purposes, and the University is allowed to use Social Security numbers for other core departmental activities which cannot be immediately facilitated by other means. However, using a spreadsheet, web site, other postings with grades, financial or medical information linked to social security numbers would violate the above laws. Personal, non-public information should not be stored on mobile devices. Whenever possible, centrally administered systems should be used to process personal non-public information. The Department of Education has ruled that using the last four digits of SSN for grade postings violates FERPA.

If you do have sensitive, non-public information (such as SSNs, grades, health information) on your portable storage media, it must be encrypted. If you transmit sensitive, non-public information over the airways or the network, it must be encrypted. Use the FHSU VPN when connecting while on the road or from home when transmitting sensitive information.

IV. Levels of Security

Accessing administrative systems from on or off campus opens University information to certain risks of exposure. Various software applications and types of connection provide access at varying levels of security. The following methods of connection and use of applications illustrate these levels.

Highly Secure:

- Connecting to a wired ethernet connection in one's office or elsewhere on campus because the connection is a switched connection (not shared).
- Using the **TigerNet** wireless SSID (mode of access) because all transmissions are encrypted.
- Using the **FHSU VPN** (virtual private network) from off-campus because this uses encryption.
- Using **QWS 3270 Secure** to access CICS (from **Jolly Giant**) because this too uses encryption. For example, entering grades with **QWS 3270 Secure** uses encryption.
- Selecting the encryption option with **Lotus Notes** (version 7 makes it easy to select encryption when sending email especially to on-campus **Lotus Notes** users). Note that this works when communicating with others using **Lotus Notes** but it does not work when sending email to non-**Lotus Notes** users unless special provisions are made.

Less Secure:
- Using the **TigernetStudent** wireless SSID (passwords are encrypted but transmissions are not).
- Using the **TigernetGuest** wireless SSID (the transmissions are open).
- Using **iNotes** or other web versions of **Lotus Notes** from off-campus.

V. Reporting Requirements

Should you have reason to believe that any personal information in your possession relating to any person has been, or may be intentionally or unintentionally disclosed to anyone without legitimate justification or the consent of the person to whom such information relates, you should report this circumstance as soon as possible to your immediate supervisor.

Adopted by President's Cabinet (04-04-07)

NEPOTISM

If a person is in a position which requires an evaluation or a personnel decision such as those concerning admission, academic evaluation, appointment, performance evaluations, retention, promotion, discipline, tenure or salary of a family member or a member of such person's household, such condition shall be deemed a conflict of interest and that person shall not participate in such a decision, and that person shall not participate in any group or body which is considering any such decision. Persons may be appointed to classified or unclassified, including University Support Staff, positions without regard to family relationship to or living arrangements with other members of faculty or staff so long as the personnel processes are conducted and decisions are made in compliance with this provision as well as institutional and Board policies.

Kansas Board of Regents: Policies and Procedures Manual (10-17-91; 12-19-12).

NEWS RELEASES AND INFORMATION

All news concerning the University, faculty, and organizations on the campus should be released through the Office of University Relations and Marketing. This service is maintained to prepare the news in a professional manner, make it part of the University archive, and give it the widest possible distribution, including social media, newspapers, magazines, radio, and television. Faculty with a news item should contact University Relations, preferably the news director.

Along with University Relations, the University has an integrated, student-staffed news organization, The Tiger Media Network. TMN is not part of University Relations. Faculty desiring an event be covered by TMN should submit news items directly to TMN in person, or through the TMN website, along with the copy sent to University Relations.

Please note this important Board of Regents restriction: "No publicity or news release shall be given on any item that requires Board action until after such matter has been presented to the Board."

Kansas Board of Regents: Policies and Procedures Manual (05-16-91).

NOTICE OF NON-DISCRIMINATION, NOTICE OF ACCESSIBILITY AND EQUAL EMPLOYMENT OPPORTUNITY (FORMERLY AFFIRMATIVE ACTION) PROGRAM

The purpose of the Equal Opportunity Program is to affirm Fort Hays State University's commitment to providing equal opportunity and access in all areas, including employment, admission, financial aid, housing, academic programming, athletics and student organizations.

Notice of Non-discrimination

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other activities. In addition, the university does not discriminate on the basis of a person's genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status.

Individuals who believe they have been discriminated against or harassed on the basis of their protected class status or are victims of sexual harassment should report such acts to the university Equal Employment Opportunity Officer who will assist the grievant in seeking redress through the appropriate procedure. The university's Discrimination and Harassment Complaint Procedure applies to grievances involving students, administrators, faculty or staff. The EEO Officer may be contacted at 600 Park Street, Hays, KS 67601, (785) 628-4033.

Notice of Accessibility

Fort Hays State University will ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility to employment, education programs and all activities of Fort Hays State University. For information pertaining to services, activities, and facilities that are accessible to persons with disabilities, contact Disability Student Services, Kelly Center, Picken Hall Room 111, 600 Park Street, Hays, KS 67601, (785) 628-4401.

Equal Opportunity Employment (formerly Affirmative Action) Program

It is Fort Hays State University's policy to recruit, hire and promote persons in all job classifications without regard to gender, race, religion, national origin, color, age, marital status, sexual orientation, genetic information, disability or veteran status. Every individual has the right to expect that such personnel actions are made on the basis of job-related criteria only.

Objectives of the Program

A. Maintaining open and fair recruitment practices which will provide equal opportunity and encouragement for all qualified job applicants.

B. Remedying any salary discrepancy that cannot be explained by job duties, experience or other non-discriminatory factors.

C. Maintaining fair and equitable conditions for the promotion of all employees in the institution.

D. Increasing the utilization of minorities, women and the disabled at all levels in all units and departments of the university.

E. Designing and implementing ongoing audits, research and reporting systems to set, evaluate and measure equal employment opportunity goals.

F. Developing training programs designed to assist those responsible for hiring, promotion and supervision in complying with the university's equal employment opportunity policy.

G. Publishing and disseminating all university policies concerning equal employment opportunity.

Administration of the Program

The President of FHSU is ultimately responsible for the university's Equal Employment Opportunity Program (hereinafter "the program").

The EEO Officer will implement and monitor the program and work to ensure that all matters relating to employment of faculty and staff are in compliance with the program.

If a conflict of interest arises involving the EEO Officer, the President will select a person to fill the role on an interim basis.

The EEO Officer's responsibilities include:

A. Administering the program and providing assistance to all levels of management in all departments and units in carrying out the provisions of the program.

B. Serving as a liaison between the university and enforcement agencies, minority and women's organizations, and community action groups concerned with employment opportunities for minorities, women, disabled persons, veterans and all other protected classes.

C. Updating the program as necessary to comply with changes in applicable laws and regulations.

D. Auditing of hiring and promotion patterns to set appropriate goals and to ensure that the goals and objectives of the program are met.

E. Monitoring job searches for compliance with internal policies, external laws and regulations and the overall goals of Equal Employment Opportunity.

F. Maintaining audit and reporting systems that will identify deficiencies in hiring, promotion and salary payment practices.

G. Making recommendations to remedy any such deficiencies in hiring, promotion and salary payment practices.

H. Compiling and distributing periodic reports on the status of the university's employment of minorities, women, disabled persons and veterans.

I. Receiving, investigating and resolving complaints regarding employment discrimination and harassment. Such resolutions may include mediation, no action or recommending disciplinary action.

J. Disseminating information concerning the university's Equal Employment Opportunity Program policies, and compliance with laws and regulations pertaining to equal employment and harassment.

K. Developing and implementing training programs regarding the prevention of harassment and discrimination in the workplace. Such training is mandatory for all new employees with an appointment of .5 FTE or greater, except for student employees and anyone who is to be employed for six months or less. The training will be conducted at the time of the initial meeting between the new employee and a representative of the Human Resource Office. Periodic training refreshers will be provided to all current employees on a regular basis.

L. Developing a written EEO plan which complies with requirements established by the Office for Federal Compliance Programs (OFCCP).

Recruitment and Selection Processes

Recruitment and selection of employees will demonstrate a commitment to recruit and hire qualified minorities, women, disabled persons and veterans.

A. Recruitment Areas

The recruitment area for unclassified positions is defined as the entire United States. For classified positions, the recruitment area is defined as those areas from which employees can reasonably be expected to commute to Hays.

B. Recruitment Sources

Each hiring authority will strive to gain as much diversity as possible in search procedures. Methods and sources to be considered in the recruitment of members of protected classes include:

1. Campus-wide and local media
2. Newspapers, newsletters and journals with minority and female audiences
3. Professional journals, job registries and other publications
4. Online media

C. Recruitment and Selection Guidelines

1. Records of efforts to locate qualified persons in protected classes must be retained by the EEO Officer for three years.

2. Notices

   a. Notices of available positions must be published in appropriate local, regional and national publications.

   b. Notices may not indicate any preference, limitation or specification based on gender, unless gender is a bona fide occupational qualification for the available position.

   c. Each notice will include the following statement: **Fort Hays State University is an Equal Opportunity Employer and does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, genetic information, disability or veteran status.**

Salaries

Salaries and wages shall not be related to nor based on the gender, race, religion, national origin, color, age, marital status, sexual orientation, disability, or veteran status of any employee. As members of these protected classes are hired, their salaries and level of employment must compare favorably with other newly hired employees with the same qualifications. Officials responsible for final salary and wage decisions periodically will review existing salaries to ensure compliance with this policy. If necessary, the EEO Officer and other appropriate personnel will recommend a readjustment of salary recommendations to correct inequities.

Fringe Benefits

In addition to salaries and wages, any employment benefits appropriate for FHSU employees who receive all or part of their salaries from the State of Kansas will be applicable to all personnel regardless of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability, or veteran status.

A. All insurance, annuity and other such contracts shall be examined and where unwarranted difference based on gender exist, efforts shall be made to rectify discrepancies.

B. Reasonable time off without penalty shall be granted equally to men and women for necessary emergency family care.

C. Maternity leaves shall be made available with no career penalties attached.

D. Any female employee shall be allowed to continue working during pregnancy for as long as her physician certifies that she is able to do so.

E. Pregnancy or childbirth requiring a leave of absence shall be treated as a temporary disability.

Special Regulations

A. Marital status or the prospect of marriage shall not be a condition for employment.

B. Employment of a qualified person shall be made without regard to family relationships such a person holds with other faculty or staff members except in areas of financial management or where the appointment involves supervisory relations or participation in administrative decisions affecting salary, promotion or tenure of a family member.

C. Efforts shall be made to place women and minorities in administrative roles from department level through top administration.

D. All those at any level responsible for committee assignments shall make genuine efforts to ensure that women are represented on policy and decision-making committees to the proportion of their presence in the university work force as a whole.

Contractors

Any university contractor must be an Equal Opportunity Employer.

Adopted by President’s Cabinet (10-05-11).
Revised by President’s Cabinet (06-11-14).

OFFICIAL HOSPITALITY

Effective July 1, 2011 Official hospitality may be expended directly from the following budget units (OOE) allocations (fund 2035), Restricted Fee Accounts (fund 2510), Student Union Fee Accounts (fund 5102), or Housing Sys Revenue Accounts (fund 5103). It cannot be spent from any other fund.

The guidelines are outlined in K.S.A. 75-3731a and are administered by the Department of Administration, Division of Accounts and Reports for expenditures. (Policy and Procedure Manual filing #3351 revised April 6, 1999.)

General Guidelines

The following general guidelines for official hospitality are to be followed when an event or activity is approved by the budget authority of the account being charged:

1. The expenditure is made by an officer or employee of a state agency acting as an official host as part of the office, duty, or position the officer or employee holds;

2. The expenditure is made for meals, lodging, transportation, official gifts and favors, official entertainment or directly related miscellaneous expenses provided to official guests or provided for an official function; and

3. The expenditure will assist the agency in fulfilling an objective or goal which bears a valid relationship to the powers and functions of the state agency.

Procedures for Official Hospitality expenditures may be found on the University webpage:
http://www.fhsu.edu/purchasing/State-Official-Hospitality/

Revisions adopted by President’s Cabinet (01-31-07).
Revision approved (Funds added) (06-11-12).

PETITIONS REGARDING EMPLOYMENT-RELATED MATTERS OF STATE EMPLOYEES

The purpose of this section is to address questions that have been raised regarding the right of state employees to sign or solicit signatures for petitions regarding employment-related matters and to conduct or attend rallies regarding such issues.

State employees, as all other citizens, possess the rights of freedom of speech and of peaceable assembly. Included within those rights is the right to post petitions and stage peaceful demonstrations.

Although these general rights of citizens are specifically recognized by the Kansas Constitution and the United States Constitution, these rights are not totally unrestricted. Criminal statutes relating to trespass (K.S.A. 21-3721), disorderly conduct (K.S.A. 21-4101), and unlawful assembly (K.S.A. 21-4102) are examples of such restrictions. Likewise, disruptions of public officials and disruptions of public functions in public buildings are subject to criminal penalties (K.S.A. 21-3828).

In addition to the above statutory and constitutional provisions, policies relating to posting of petitions and demonstrations are covered in agreements and regulations. Several memorandas of agreement between state agencies and employee organizations contain provisions which set guidelines for use of bulletin boards.

Similarly, K.A.R. 1-49-10, which applies to activities at certain state buildings in the city of Topeka, places limitations or prior approval requirements on the conduct of demonstrations and on the posting of petitions and notices. Agency managers and employees should abide by this regulation and the provisions of applicable memoranda of agreement.

When activities of employees in circulating petitions or conducting rallies during work hours disrupt functions being carried on in public buildings, it is appropriate that agency managers take action to halt the disruption.

However, it is the policy of the administration to support responsible efforts by employees to express opinions regarding employment-related matters, and it is clear that the employees have a legal right to do so.

If petitions regarding such subjects are appropriately posted, or are circulated in a manner which does not interfere with the conduct of state business, they are a legitimate means for state employees to communicate their views. Although agency managers may take action to avoid the disruption of agency functions, it is inappropriate to inhibit or restrain circulation of petitions or attempt to limit attendance at peaceable rallies held during non-working hours, including lunch breaks and other scheduled work breaks.

Each agency head is responsible for ensuring that the constitutionally-recognized rights of freedom of speech and of peaceable assembly are protected and upheld in his or her agency. This administration will not condone or permit any interference with, or intimidation of, employees responsibly exercising their rights to circulate petitions or to participate in rallies regarding employment-related matters. Any intimidating actions or unreasonable interference should be reported to the appropriate appointing authority, to the Office of the Secretary of Administration or to the Office of the Governor.

Likewise, state employees who choose to circulate petitions or participate in rallies are expected to comply with applicable laws and policies relating to the exercise of these rights.

(From a memo from Patrick J. Hurley, Secretary of Administration, dated August 17, 1983.)

POLICY DEVELOPMENT AND PUBLICATION, UNIVERSITY

General University Policy Standards

All policies that meet the above definition and have been developed and approved in accordance with this Policy should be included on the official policy web site and are governed by this Policy. See the definitions above for the distinction between a policy and a procedure. Many other important school or departmental policies and procedures do not meet the above definition. They are not governed by this document. However, these local policies should be clearly written and well communicated. It is suggested that the Standard Policy Template be used as a guide for content.

Every policy must fall within the jurisdiction of a Responsible University Official. The Responsible University Official will designate a Responsible Office within their department. Both the Responsible University Official and the Responsible Office will be listed within the policy document. The Responsible Office will generally be the office that develops and administers the policy and procedures, and will be accountable for the accurate formulation, issuance, and timely updating of the document.

Policies should be drafted so that they are clear and concise. Policies should contain sufficient information on the subject without being excessive in length.

Policy Review

A Responsible University Official:

1. Develops a draft policy for which they proactively seek input from appropriate members of the University community.
2. Forwards a copy of the updated draft to the General Counsel to review for form and conflicts.
3. ELT will provide a forum to ensure adequate review of the nature and operational aspects of policies being established or modified.
4. General Counsel forwards approved policy to President’s Cabinet for review and feedback.
5. Updates draft policy based on feedback and resubmits the revised draft policy to the ELT for final approval.
6. Disseminates policy as appropriate.

Standard Policy Template

To ensure consistency, a Standard Policy Template has been created. Use of the Standard Policy Template facilitates the adoption of clear, concise policies and procedures at all levels of the organization. All policies should be in the Standard Policy Template and all required sections must be included. Please refer to the Forms section of this policy for a copy of the official Standard Policy Template.

The Policy Template will be provided upon request from General Counsel’s Office and once completed in a Word document forwarded back to General Counsel.

Interim Policies

Policies may be put into place on an interim basis in situations where a University policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy will remain in force for up to six months from the date of issuance.

Issuing a Policy

The ELT will assist in the coordination of announcements and distribution of newly released policies in order to ensure that the University community is made aware of changes when they occur. Newly released policies will be communicated to the community at large via targeted email messages and/or other means as appropriate.

Origination Date

Every policy should have an origination date so that it is clear when and for how long the policy has been in effect.

Policy Applicability/Who Needs to Know the Policy

A brief statement should be provided indicating who should observe the policy, who may be affected by the policy, and/or who should understand the policy in order to perform his/her job.

Review Period/Policy Amendments

Every policy shall be reviewed periodically as determined by the Responsible University Official. The period of review should be identified on the document when the policy is approved and implemented. The Responsible Office is responsible for updating the policy if there is a change in law or regulation.

When changes are necessary to a University policy, the Responsible Office should forward the amendment to the PRC.

To view full policy and definitions, see http://www.fhsu.edu/policies/files/policy-development-and-publication/ or University Policies page http://www.fhsu.edu/policies/administrative/.

Approved by President's Cabinet (04-15-11).
Adopted by Executive Leadership Team (01-29-16).

POLITICAL ACTIVITY OF FACULTY

Purpose

Faculty, administrators, and other unclassified employees may accept any public or political party elected or appointed position that does not create any conflict of interest with and does not require substantial time away from, assigned duties or in other respects infringe upon those duties.

Policy Statement

Faculty, administrators, and other unclassified employees may accept any public or political party elected or appointed position that does not create any conflict of interest with and does not require substantial time away from assigned duties or in other respects infringe upon those duties.

The filing of a declaration of intent to become a candidate shall not affect the status or appointment of an unclassified employee. However, the employee shall continue to properly and fully perform all of his or her assigned duties or take appropriate leave if available. Should the employee, while he or she is a candidate for office and not on approved leave, fail to perform all of his or her assigned duties, such employee shall be subject to appropriate disciplinary action.

Leave without salary or other benefits shall be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the Kansas legislature and state and county offices or appointments to offices falling within this category. For persons elected or appointed to Congress or the Kansas legislature, this provision shall be effective from the date such person takes the oath of office or the first day of the legislative session and continuing until the adjournment of Congress or to a date no sooner than the last adjournment in April or sine die adjournment, whichever occurs first, of each regular and special session of the Kansas legislature. As to other state and county offices requiring full time or lengthy sustained periods away from assigned duties, this provision shall be effective during the entire time a person serves as such officer. Leave without salary or other benefits shall not be required for any person serving in the Kansas legislature or for service on any committee during a period when the legislature is not in regular or special session, provided that such person shall decline to accept all legislative compensation for such service, but such person shall be entitled to mileage and other expense allowances as provided by statute and paid by the legislature. K.S.A. 2011 Supp. 74-4925(5) provides that any member of the Kansas Legislature who is on leave of absence from the Board of Regents or an educational institution under its management may elect to remain eligible for participation in the Board of Regents' retirement plan while on such leave.

In the interest of the fullest participation in public affairs, personnel are free to express opinions speaking or writing as an individual in their personal capacity and not as a representative of the institution in signed advertisements, pamphlets, and related material in support of or opposition to parties and causes. There shall be the commensurate responsibility of making plain that each person so doing is acting for himself or herself and not on behalf of an institution supported by tax funds drawn from citizens of varying political and economic views. This responsibility includes avoiding the use of university letterhead and stationery and other official university designations. Employees testifying before the Legislature on behalf of outside entities shall notify their institution's designated representative prior to such testimony.

Kansas Board of Regents: Policies and Procedures Manual (02-15-85; 12-19-12)
Approved by President's Cabinet (02-25-13).

Political Campaign-Related Activities of and at Colleges and Universities
(American Council on Education Political Campaign Memo, September 2011)

We summarize here "do's" and "don'ts" of potential entanglements of colleges and universities, and their personnel, in campaigns for public office. The summary is not exhaustive and omits legal citations. It is based on judicial and IRS rulings under Section 501(c)(3) of the Internal Revenue Code; IRS guidance; and the Federal Election Campaign Act of 1971, as amended, as well as Federal Election Commission regulations that apply to colleges and universities.

This memorandum mainly addresses 501(c)(3) institutions and draws on legal authority and guidance that are not addressed to other institutions. In addition, state law requirements that govern campaigns for state and local office vary and are not addressed here. Also not specified here are the penalties for improper political activity by and at a college or university. They can include loss of the institution's tax-exempt status, imposition of taxes on the institution and its responsible managers, and other risks, including federal or state government lawsuits, audits, and investigations.

We recommend that the institution’s counsel be consulted before proposed actions are taken in this area. This memorandum states general propositions, is not legal advice, is educational in nature and does not address the advisability as a matter of institutional policy of engaging in the activities identified below.

I. Illustrative Permitted Activities

A. Voter education (including voter guides) and voter registration

Y1. Conducting training programs designed to increase public understanding of the electoral process or to encourage citizens to become involved in the process, provided that such training is nonpartisan in the recruitment of instructors, the selection of students, and the curriculum. The program should be widely publicized, although groups underrepresented in the electoral process may be targeted.

Y2. Annually preparing and distributing a compilation of voting records on major legislative issues that involve a wide range of topics, without political skew and without editorial opinion, provided that the information is not widely distributed and is not geared to coincide with the election period. Guides such as these should avoid rating candidates, even if the rating criteria are nonpartisan (e.g., based on professional qualifications) and should not be accompanied by a statement or actions that tie a position articulated in the guide to a particular candidate or election. (See N2 below.)

Y3. Circulating unbiased questionnaires to all candidates for an office, and tabulating and disseminating the results; provided that the questionnaires cover a broad range of subjects and neither reflect political skew nor contain editorial opinion. Candidates should be given a reasonable amount of time to respond to the questionnaires. To the extent the questionnaires include questions with “yes or no” answers, candidates should be given an opportunity to explain their answers.

Y4. Conducting public opinion polls with respect to issues (rather than candidates), provided that the questions are framed to be fair and neutral, accepted polling techniques are used, and the questions do not directly or indirectly concern records or positions of particular candidates or parties. With respect to such activities of faculty, the limitations should be addressed with due regard for academic freedom.

Y5. Participating in non-partisan voter registration activities, even when aimed at groups (such as urban voters, young people or minorities) likely to favor a certain political candidate or party, provided that the activities are not intended to target voters of a particular party or to help particular candidates, and provided further that particular geographic areas are not selected to favor any party or candidates.

B. Candidate appearances

Y6. Providing access to air time on a university-owned radio station on an equal basis to all legally qualified candidates for a public office, in a manner consistent with the limits imposed by Federal Communications Commission standards.

Y7. Providing opportunities to speak at college or university events on an equal basis to all legally-qualified candidates for a public office. If the institution chooses to invite candidates to speak individually in their capacity as a candidate, it must take steps to ensure that all such legally qualified candidates are invited and that none are favored in relation to the activity. For example, if a university invites one candidate to speak at a well-attended annual banquet, but invites another candidate to speak at a sparsely attended general meeting, the university will not have provided equal opportunity to participate. An explicit statement should be made as part of the introduction of the speaker and in communications concerning the speaker's attendance that the institution does not support or oppose the candidate. Campaign fundraising at the event should be prohibited. The institution must make reasonable efforts to ensure that the appearances constitute speeches, question-and-answer sessions or similar communications in an academic setting and are not conducted as campaign rallies or events.

Y8. Conducting institution-sponsored public forums to which all legally qualified candidates for a public office (or for the nomination of a particular party) are invited and given equal access and opportunity to speak, if the format and content of the forum are presented in a neutral manner.

Y9. Inviting candidates to appear in a non-candidate capacity, provided that the individual is chosen to speak solely for reasons other than his or her candidacy, the individual speaks only in his or her non-candidate capacity, no reference to the election is made, and the organization maintains a nonpartisan atmosphere on the premises or at the event. Campaigning at the event should be prohibited. The institution should clearly indicate the capacity in which the candidate appearing and should not mention the candidacy or the upcoming election in any communications announcing the candidate's attendance.

C. Issue advocacy

Y10. Engaging in usual and permissible lobbying and public policy education activities, within the constraints ordinarily applicable to such activities conducted by a college or university. This is a complex topic that warrants fuller analysis and advice. Special caution is indicated with respect to heightened, different or targeted lobbying and public policy education activities conducted during a campaign season.

D. Use of institutional resources

Y11. Establishing genuine curricular activities aimed at educating students with respect to the political process. For example, the IRS approved a political science program in which, as part of a for-credit course, university students participated in several weeks of classroom work to learn about political campaign methods, and then were excused from classes for two weeks to participate in campaigns of their choice, without the university influencing which campaigns were chosen.

Y12. Rearranging the academic calendar to permit students, faculty, and administrators to participate in the election process, if the rearrangement is made without reference to particular campaigns or political issues; provided that the recess is in substitution for another period that would have been free of curricular activity.

Y13. Providing financial and administrative support to a student newspaper even though the newspaper publishes editorial opinions on political and legislative matters.

Y14. Allowing established student groups to use institutional facilities for partisan political purposes, provided that such groups pay the usual and normal charge, if any, for use of institutional facilities by student groups. Fees usually are not required for traditional, on-campus student political clubs. Generally, groups other than student groups should be charged. Administrators and faculty should take special care in relation to any such proposed student activities, to avoid the appearance of institutional endorsement and to observe the other principles this memorandum identifies. Subject to applicable law, institutions may as a matter of their own general policy decline to permit their facilities to be used for such purposes.

Y15. Adopting a voluntary payroll deduction plan that would allow individual employees to direct a portion of their wages to the political action committees (“PACs”) for their respective unions, provided that the institution’s activities with respect to the PAC are ministerial and simply involve transferring the funds earmarked by the employees to the PAC chosen by the employee, the institution has absolutely no role in the management or governance of the PAC or any influence over the selection of candidates or political parties to be supported by the PAC, the institution’s name is not used or otherwise acknowledged in connection with any contributions made by the PAC to any candidates for public office, the institution is reimbursed for costs associated with the plan, the institution takes steps to ensure that no employee associates the PAC with the institution, and the institution does not allow employees to participate in PAC activities during work hours other than in the performance of the ministerial activities described above.

Y16. Providing hyperlinks to the webpages, or other space on the institution’s website, of all legally qualified candidates for a public office, if a tax-exempt purpose (e.g., “voter education”) is served by offering the link and the link is made in a manner that, after taking into account the format and other content on the institution’s website, does not favor one candidate over another. (See N13 below.)

E. Participation in the election process by faculty, administrators, and other employees of the institution

Y17. Members of the college or university community are entitled to participate or not, off-hours, as they see fit, in the election process; provided that speaking or acting in the name of the institution is prohibited except as described in this memorandum; provided further that they are not acting at the direction of an institutional official; and provided further that if the institution is identified, that the opinions that are expressed are not the opinions of the college or university should be communicated.

Y18. A faculty member, administrator or other employee may, if permitted by institutional policies and procedures, engage in federal campaign-related activity that is (a) outside normal work hours; (b) within ordinary work hours, if the time is made up within a reasonable period by devoting a comparable number of extra hours to work for the institution; (c) charged to vacation time to which the person is then entitled or occurs during a regular sabbatical leave; or (d) during a leave of absence without pay taken with the institution's approval. The institution should consult applicable state law concerning permitted volunteer activities by employees in connection with campaigns for state or local office. Senior institutional officials, such as the president and the vice-president for governmental affairs, should ordinarily refrain from or otherwise limit campaign activity, as there is risk that such activity would be perceived as support or endorsement by the institution. (See N16 below.)

Y19. Public statements, oral or written, by institutional officials (such as the president and deans) in support of a candidate, political party, PAC or the like, where the institutional official clearly indicates that his or her comments are personal and not intended to represent the views of the institution. For example, the IRS condoned a full-page advertisement in a local newspaper, paid for by a candidate, where the advertisement referred by name and title to the president of a 501(c)(3) organization as a campaign supporter, when the ad expressly stated that the “titles and affiliations of each individual are provided for identification purposes only.” (See N15 below.)

II. Illustrative Prohibited (or, in some instances, questionable) Activities if Undertaken by the Institution or by an Individual Whose Actions are Attributable to the Institution

A. Voter education (including voter guides) and voter registration

N1. Conducting “voter education” activities, such as those involving questionnaires, if confined to a narrow range of issues or skewed in favor of certain candidates or a political party. For example, the IRS has disapproved such activities that involved selected voting records of certain incumbents on a narrow range of issues, such as "land conservation."

N2. Publishing ratings of the candidates, particularly in situations where the ratings could be viewed as reflecting the views of the institution, or institutional resources are used in connection with the preparation or publication of such ratings without reimbursement at the usual and normal charge. (See Y2 above.)

N3. Endorsing, expressly or impliedly, a candidate for public office. Examples of express endorsement include the placement of signs on university property that show support for a particular candidate, and contributing to political campaign funds. Examples of implied endorsement are public statements at a college or university event by an official of the institution, praising a particular candidate in relation to the holding of public office, and a pattern of institutional activities in relation to or support of a particular candidate.

N4. Commenting on specific actions, statements or positions taken by candidates, including incumbents, in the course of their campaigns. The institution is not forbidden to comment on specific issues pertinent to its tax-exempt purposes, particularly if it has a track record of commenting on such issues in non-election years.

N5. Promoting action (voting) with respect to issues that have become highly identified as dividing lines between the candidates. This principle does not bar the institution from commenting on issues critical to its tax-exempt purposes, if it has a track record of commenting on such issues in nonelection years with respect to such issues.

N6. Coordinating voter education activities with campaign events.

B. Use of institutional resources

N7. Coordinating institutional fund-raising with fund-raising of a candidate for public office, political party, PAC or the like.

N8. Reimbursing college or university officials for campaign contributions.

N9. Providing mailing lists, use of office space, telephones, photocopying or other institutional facilities or support to a candidate, campaign, political party, political action committee (PAC) or the like free of charge. If mailing lists or facilities are sold or rented to a candidate or campaign, the items must be made available to all other candidates on the same terms and at fair market prices. Additionally, the institution should be prepared to show that it did not take the initiative in making the items available and that the sales or rentals are part of an ongoing pattern in which similar items are provided to unrelated, nonpolitical entities. Counsel should be consulted on the potential for taxation of revenues generated by such sales or rentals.

N10. Using institutional letterhead in support of a candidate, political party, PAC or the like.

N11. Sponsoring events to advance the candidacy of particular candidates.

N12. Using message boards and forums affiliated with the institution's website to support particular candidates, if the statements of the provider of the information can be reasonably attributed to the institution. A disclaimer that states that the opinions are neither those of the institution nor sanctioned by the institution is recommended in those public discussion areas where the information could reasonably be attributed to the institution.

N13. Providing hyperlinks to the webpages, or other space on a university's website, of one or more candidates for public office in a manner that favors one candidate over another. Generally, information posted on an institution's website that favors or opposes a candidate for public office is treated the same as if it was distributed printed material, oral statements or broadcasts that favored or opposed a candidate. Institutions should diligently monitor the content of the linked website for any changes.

N14. Providing a candidate a forum to promote his or her campaign if other candidates are not treated equally, even if the forum is not intended to assist the candidate. For example, the IRS concluded that a charitable organization violated the prohibition on campaign intervention when the candidate solicited funds on the organization's behalf, because the content of the solicitation included campaign rhetoric.

C. Participation in the election process by faculty, administrators, and other employees of the institution

N15. Public statements, oral or written, by institutional officials (such as the president and deans) in support of a candidate, political party, PAC or the like, where there is risk that the statements would be perceived as support or endorsement by the institution. For example, the IRS has indicated that it would be inappropriate for a column titled "My Views" to appear in a university's monthly newsletter in which the university president stated, "it is my personal opinion that Candidate U should be reelected", even though the president paid part of the cost of the newsletter.

N16. Remarks at an institutional meeting by an institutional official in support of a candidate, political party, PAC or the like. For example, institutional officials should not make statements that could be perceived as support for a particular candidate at a regular meeting of the Board of trustees.

The foregoing is not exhaustive. Considerable judgment in the application of these principles is likely to be required. When activities that are separately identified in this memorandum are combined, an institution should analyze the interaction between the activities, as the interaction may affect whether the institution is engaged in political campaign intervention.

Approved by Provost's Council (10-11-11).
Revision approved by President's Cabinet (02-23-13).
Adopted by Executive Leadership Team (04-08-16).

POSSESSION, USE AND STORAGE OF FIREARMS AND WEAPONS ON CAMPUS

Background

Policy of the Kansas Board of Regents requires the campus of each state university to be weapons-free except as necessary for the conduct of Board approved academic programs or university approved activities or practices. The policy defines "weapons" as follows:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
3. Any BB gun, pellet gun, air/C 02 gun, stun gun or blow gun;
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge or more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;

5. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nunchucks or throwing stars; or
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

The Board's policy also requires each university to provide notice of the policy to the University community and to develop procedures for the safe possession, use and storage of weapons. The following is to be considered such notice and constitutes Fort Hays State University's Policy and Procedures for the Safe Possession and Storage of Firearms and Weapons on Campus.

General Policy

No weapons as defined by Board policy shall be allowed on University property unless authorized pursuant to this policy. Fort Hays State University will also comply with and enforce the Personal and Family Protection Act, K.S.A. 75-7c01 *et. seq.* and amendments thereto. Pursuant to this act, Fort Hays State University prohibits the carrying of concealed weapons into and upon any university facility.

Exceptions

Shooting Sports

Fort Hays State University's Shooting Sports Club is an officially recognized Student Organization at FHSU. As the firing of firearms is an integral part of the activities of the club, the possession, use and storage of firearms on the campus of Fort Hays State University pursuant to the authorized activities of the club is hereby approved. However, firearms will not be fired on campus pursuant to any activity of the club unless specifically authorized by the President of the University. Gross Memorial Coliseum is hereby designated as the place of storage for such weapons and they shall not be stored at any other location unless approved by the President of the University. The building supervisor of Gross Memorial Coliseum shall designate a secured location for the storage of such firearms.

No other use or possession of weapons or firearms shall be allowed pursuant to this exception unless such use will be in connection with official events and activities of any officially recognized student organization, intramural activity or NCAA intercollegiate athletic event, the use of such weapons and firearms is necessary to the activities of the event, and such use is approved in advance by the President of the University.

Storage in Residence Hall

Rifles and shotguns used for hunting and sport shooting may be stored in a secured location in a designated residence hall upon approval of the Hall Director. Permission of the Director shall be sought prior to bringing the firearm into the building, and it shall be kept in storage unless and until permission from the Hall Director is sought and received to remove the firearm from storage. All firearms stored on campus will be unloaded. Once removed from storage, the firearm must be immediately taken off campus. The Hall Director or designee will supervise the removal of the firearm from storage.

Use of Weapons in Teaching

Should an authorization be sought for the purpose of bringing firearms or other weapons onto University property for use in teaching, permission should be sought from the Chair of the Department, who will inform the Dean and the Chief of the University Police Department of the request. The Chief of the University Police Department shall approve or deny the request. Except as may be expressly authorized by the Chief of the University Police Department, no firearm brought onto campus for use in teaching shall be loaded and all such weapons or

firearms shall only be on campus for the time required to utilize the weapon in teaching, after which time it shall be immediately removed from campus.

Adopted by President's Cabinet (10-11-06).
Revised by President's Cabinet (07-09-08).

POSTHUMOUS DEGREES

Fort Hays State University (FHSU) may confer posthumous baccalaureate and masters degrees upon students who are deceased prior to but nearing formal completion of all degree requirements of the programs being pursued.

Eligibility

To be eligible for the award of a degree posthumously from FHSU, the student generally must have met the following conditions:

1. At the time of death, the student must have been within 30 credit hours of fulfilling all course requirements for a baccalaureate degree, or within 9 hours of fulfilling all course requirements for a graduate degree.

2. The student, at the time of death, must have been a full-time degree-seeking student (enrolled in at least 12 credit hours of undergraduate work or 6 hours of graduate work) in good academic standing (cumulative G.P.A. of 2.0 or higher) and was successfully progressing toward completion of requirements for the degree to be awarded.

Procedure

Faculty in the student's department may nominate a student for a posthumous degree by submitting a request to the department chair. If approved by the chair, the request will be submitted to the dean of the academic college in which the student was pursuing an undergraduate degree or the Dean of the Graduate School if the student was pursuing a graduate degree, and Provost.

The Provost shall then make a recommendation to the President of the University regarding whether to award the posthumous degree.

Upon approval by the President, a degree will be conferred at the next regularly scheduled commencement exercise, giving as much notification to the family of the deceased as is possible prior to the commencement exercise.

The posthumous nature of the award will be indicated on the diploma, the student's permanent record, and in the commencement program.

Extraordinary Circumstances

Cases that do not meet the above specified criteria may be considered when extraordinary circumstances prevail. In such cases, the appropriate faculty, chair and college dean will be consulted prior to a recommendation being made by the Provost to the President.

Adopted by President's Cabinet (06-13-07).

PROTECTED CLASS SEXUAL HARASSMENT GRIEVANCE PROCEDURES

See Chapter 1, Discrimination and Harassment Complaint Procedure

PUBLIC DOCUMENTS, FEES FOR ACCESS TO OR COPIES OF

Fees shall be charged for access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to perform or supervise the copying. Fees for providing access to computer records shall include the cost of computer services, including staff time required. Pre-payment of all fees may be required prior to fulfilling a request.

In accordance with this provision and the Kansas Open Records Act, K.S.A. 45-215 et seq., the following fees may be charged for providing access to or furnishing copies of public records:

- Photocopies: $.25 per page
- Scanned data: $.25 per page
- Mailing: $1.40
- Postage: Actual cost
- Fax: $.90 per page
- CD/Floppy: $.60 each
- Access/Inspection Costs: $32.25 per hour
- Computer Access: $50 per hour

For complete guidelines and exceptions, see the Open Records Act Policy on the University Policies page http://www.fhsu.edu/policies/administrative/.

PUBLIC RELATIONS OF THE UNIVERSITY

The University's public relations program seeks to establish and extend the public's awareness and understanding of the institution, its purposes, methods, and personnel with a view toward achieving broad advancement and support of higher education in Kansas. To implement this program, a diversity of activities affecting most of the University's publics is carried on. Students, present and future, faculty and staff, parents, alumni, legislators, townspeople, teachers, and other segments of society are included in these publics. Each member of the faculty, administration, and staff as a representative of the institution plays a vital role in its public relations program.

It is every faculty member's responsibility to assist in promoting good public relations which enhance the quality of education available at the University. While it is necessary to have designated leadership roles in public relations, the job cannot be performed by one or even a few of the faculty. It is a team responsibility and every person employed at the University is expected to perform acceptably in this area. In order to insure the quality of internal and external public relations required for the best performance of the faculty, an effective and democratic internal communications system is absolutely necessary. This calls for prompt replies whether by memorandum, email, telephone, or personal contact, in all matters of routine communication and especially in the processing of letters and inquiries from off campus. It is the policy of the administration to process all mail within three days unless there is a compelling reason not to do so. Hospitality and civility should be extended not only to colleagues but also and most especially to students and visitors to the campus. Staff members under state civil service should be encouraged to process all inquiries courteously and promptly, learn how to handle telephone messages properly and refer messages to proper offices and personnel. Ideas and suggestions on ways and means of improving public relations for the University and especially on cementing relations with the local community and our wider community of western Kansas are welcome and should be transmitted to the proper offices for action and implementation.

REGENTS POLICIES AND PROCEDURES

The Board of Regents of the State of Kansas has its own published policies and procedures which are revised periodically. A copy of the ***Kansas Board of Regents: Policies and Procedures Manual*** is located in the Office of the Provost and available on-line at www.kansasregents.org.

SAFETY, WORKPLACE AND CAMPUS

Policy

Fort Hays State University is committed to prevent, deter and respond to acts of violence to ensure the safety and security of the entire University community. Acts of violence include, but are not limited to, threatening statements or communications, threatening or intimidating behaviors, violation of the university weapons policy, and other conduct that is disruptive to the mission or functions of FHSU. Acts of violence will not be tolerated.

Any person who engages in any act of violence on property owned or controlled by FHSU may be removed from the premises and face other discipline in accordance with this policy. Such behavior occurring off university-owned or controlled property but directed at FHSU employees or community members while conducting official University business is also a violation of this policy. Finally, acts of violence are also prohibited during institutional programs or events held away from university-owned or controlled property.

Procedures

Reporting Violations of this Policy

Notwithstanding anything contained below, if the reporting party feels that the harm or threat is imminent, they are responsible for notifying the University Police Department or for dialing 911 immediately.

It is the responsibility of any university community member with knowledge of an act of violence or other violation of this policy to report such. See FHSU's University Policy Regarding Crime Reporting, located at http://www.fhsu.edu/policies/. If the reporting party is a student, the student is encouraged to report the conduct to the Vice President of Student Affairs, but may make the report to any employee of FHSU who is then responsible for forwarding the report to the Vice President of Student Affairs.

If the reporting party is an FHSU employee, the employee is encouraged to report the violation of this policy to the Vice President of Student Affairs but may make the report to their immediate supervisor who is then responsible for forwarding the report to the Vice President of Student Affairs. If for whatever reason the reporting party is unable or unwilling to report the violation to his or her immediate supervisor, then the report should be made to his or her supervisor's immediate supervisor (for example, if the reporting party is a faculty member, and they cannot for whatever reason make the report to their department chair, then the dean of the faculty member's college should be notified.)

If the reporting party is neither a student nor employee, the Vice President of Student Affairs should be notified of an act of violence or other violation of this policy.

All reports and any investigation conducted pursuant hereto will be kept confidential, except that persons with the need to know of such report including but not limited to supervisors in the case of violations of this policy by employees, and Student Affairs staff in the case of violations of this policy by students, may be informed of the substance of the report as may be necessary.

Protective Orders

Each employee, student, or other university community member who receives a protective or restraining order which lists university-owned or leased premises as a protected area is required to provide the Director of University Police with a copy of such order. If the restraining order does not specifically list university-owned or controlled property, but rather generally applies to an employee, student or university community member, such person is encouraged to provide a copy of such order to the Director of University Police.

Retaliation and False Reports

It is a violation of this policy for FHSU to retaliate against any university community member for reporting, in good faith, any act of violence pursuant to this policy. It is likewise a violation of this policy for any person to knowingly submit a false report.

Consequences for Violation of Policy

If the Violator is a Student

The violator may be subject to proceedings in accordance with the Student Code of Conduct. Such discipline may include but is not limited to reprimand, suspension or expulsion.

If the Violator is an Employee

The violator is subject to discipline including but not limited to reprimand, suspension or termination. Employee is entitled to utilize existing FHSU grievance procedures applicable to the employee when disciplinary action is taken.

If the Violator is neither a Student or Employee

The violator may be removed from University owned or controlled property, any business relationships between FHSU and the violator may be terminated, and other appropriate action may be taken against violator.

All violators of this policy may be subject to criminal prosecution, if their violation of the policy also constitutes a criminal offense.

Multidisciplinary Threat Assessment Team

The Vice President of Student Affairs or designee is the coordinator of FHSU's Multidisciplinary Threat Assessment Team (MTAT).

In lieu of or in addition to any established process for responding to the report, MTAT may take one or more of the following actions in response to a reported event:

- If the reported circumstance is of the nature typically addressed by the university's Equal Employment Opportunity (EEO) Officer (formerly Affirmative Action Officer), or alleges retaliation for the making of a report in violation of this policy, the matter will be referred to the EEO Officer for handling.

- If the report alleges the filing of a false report by another person, the matter will be referred to the immediate supervisor of the person alleged to have filed the false report.

MTAT may consult with appropriate University officials concerning reported conduct and/or violations of this policy, even if such officials are not members of MTAT. Examples of officials who may be consulted include but are not limited to University General Counsel, Vice Presidents, faculty members, and supervisors of persons alleged to be in violation of this policy.

Promulgation and Training

This policy will become effective with final approval by President's Cabinet. Upon approval, the University community will be notified of the policy and it will be placed on the University's website at www.fhsu.edu/policies. The University will endeavor to periodically remind the University community of the contents and requirements of this policy and specific training sessions will be held at reasonably necessary intervals of specific groups of University faculty, staff and students to inform them of their obligations under this policy and to attempt to ensure as safe of a campus and workplace as possible.

Appendix

The appendix to this policy contains information designed to assist persons in keeping themselves and the entire university community free from violence. Specifically, the appendix includes important contact information and links to other pertinent information.

Appendix

Important Contact Information

University Police Department Custer Hall 110	Emergency # Non-emergency #	911 628-5304
Hays Police Department 1204 Fort	Emergency # Non-emergency #	911 625-1011
Hays Fire Department 1507 Main	Emergency # Non-emergency #	911 628-7330
Student Affairs Sheridan Hall 208		628-4277
Equal Employment Officer Sheridan Hall 314		628-4175

Links to Pertinent Information

University's Multidisciplinary Threat Assessment Team:

University Weapons Policy: http://www.fhsu.edu/policies/

State of Kansas Workplace Violence Policy: https://www.dol.ks.gov/Laws/HRDirectives.aspx

University's Harassment Policy: http://www.fhsu.edu/policies/

Equal Employment Opportunity: http://www.fhsu.edu/policies/

University's Crisis Management Policy: http://www.fhsu.edu/policies/

University’s Timely Warning Policy: http://www.fhsu.edu/policies/

University's Policy Regarding Crime Reporting: http://www.fhsu.edu/policies/

Classified Handbook Grievance Policy: http://www.fhsu.edu/policies/

Memorandum of Understanding with FHSU/AAUP: http://www.fhsu.edu/fhsu-aaup/

Student Code of Conduct: http://www.fhsu.edu/judicial/student-code-of-conduct/

Emergency Phone Locations

The 7 kiosks are located in the following locations:

1. Southwest corner of Davis Hall
2. West of Picken Hall in the middle of the quad
3. East of Picken Hall
4. Southwest corner of McCartney Hall
5. North of Wiest Hall A-Section
6. Southeast corner of Tomanek Hall
7. Stadium Place apartments

Adopted by President's Cabinet 5/6/09

SERVICE APPROACH TO ADDRESSING CAMPUS NEEDS POLICY

The following policy has been developed to address the growing concern over the University's ability to provide access to services by students, faculty, and the local community.
The provision of services by University offices should follow a campus orientation which emphasizes "service." This approach calls for limited use of "user fees" or "charge back" systems for the funding of services.

In addition, it requires that the University and its departments function under the following three tenets:

1. That resources are provided to address growth in demand for increased service;

2. Appropriate controls are instituted to curb abuses by students, faculty, and non-University personnel; and

3. That periodic review of service levels, costs, and resources allocated be conducted every three years to ensure a service unit's ability to keep up with demand.

Approved by Cabinet (03-02-94).

SKATEBOARDS, SKATES, AND BICYCLES, USE OF

Skateboards, skates of all types, bicycles and other forms of related transportation may be used on campus sidewalks for transportation purposes only. Users may not ride or use these forms of transportation on stairways, patios, dock areas, benches, picnic tables, railings, and any and all other irregular surfaces or in places that may be marked as off limits to skateboards, skates and/or bicycles. Skateboards, skates and bicycles shall not be used in any campus building.

Users of these forms of transportation are expected to use them in a safe, responsible manner. Campus pedestrians have the right of way at all times. Excessive speed, stunt riding, racing, or any and all other uses of skates, skateboards and bicycles that may cause property damage, endanger the user or others is prohibited.

Bicycles may not be parked or stored within campus administrative or academic buildings. Motorized transportation, with the exception of wheelchairs and authorized University vehicles, are not permitted on sidewalks or inside campus academic or administrative buildings.

All violations should be reported to the University Police department. Violators may be subject to ticketing, disciplinary proceedings or other appropriate action, depending on the violator’s status as University or non- University related person. Non-University related persons who violate this policy will be required to leave the campus and may be subject to restrictions to subsequent campus access.

Adopted by Cabinet (01-03-01).

TIMELY WARNINGS TO THE UNIVERSITY COMMUNITY

In the event that a crime is reported to University Police or a local law enforcement agency that is considered to represent a serious or continuing threat to members of the University community, a campus-wide "timely warning" will be issued.

This warning will generally be issued via the University email system, but in the event of an immediate threat to the University community, a notice may be posted on the University Police Website at http://www.fhsu.edu/police/ and the University website. In addition, a timely warning may be issued using the Emergency Notification System referenced in the University Crisis Management Plan at http://www.fhsu.edu/crisis/summary/, although the Emergency Notification System may be used for providing alerts that do not constitute timely warnings under this policy.

Any timely warning pursuant to this policy will be issued as soon as pertinent information becomes available which leads the University to believe that a crime that was reported constitutes a serious or continuing threat to students and employees. The decision of whether to issue a timely warning may be made by the Director of University Relations and Marketing, Chief of University Police, the University General Counsel, Vice President of Technology and other appropriate University officials after consultation with at least one other member of CIPG.

The timely warning will at a minimum describe in as much detail as possible the crime at issue. All reasonable attempts will be made to provide the University community with information as to how to maintain their safety.

Anyone with information of any crime should report it to the University Police Department (785-628-5304), the City of Hays Police Department (785-625-1011) or dial 911.

Adopted by President’s Cabinet (05-06-09).
Adopted by Executive Leadership Team (04-08-16).

TOBACCO USAGE POLICY

Fort Hays State University (FHSU) recognizes the health and safety hazards of tobacco products and therefore prohibits the use of tobacco products, including electronic cigarettes and any other nicotine delivery device, except for smoking cessation aids, within all University buildings, facilities and vehicles owned by the University, as well as other exterior spaces not designated as a smoking area.

Policy

Smoking and the use of tobacco products, including electronic cigarettes and any other nicotine delivery device, except for smoking cessation aids, are prohibited in all Fort Hays State University buildings and facilities. Smoking is only permitted on the FHSU campus proper, Sternberg Museum, Kansas Wetlands Educational Center, and the University Farm, Pavilion and Rodeo Grounds (collectively referred to as “FHSU’s campus”) in designated parking lots. A map showing the parking lots that have been designated as smoking areas can be viewed at http://www.fhsu.edu/policies/administrative and is incorporated in this policy. Smoking is prohibited in all other areas on FHSU's campus that are not clearly marked as a designated smoking area.

Complaints concerning violations of these regulations will be submitted to the University Police Department (UPD). The UPD shall have the authority to warn, issue a citation including a fine and/or remove flagrant violators of this policy or any rude or insolent person who is in violation of this policy from campus, pursuant to the provisions regarding Campus Bans and Trespassing in the Fort Hays State University Use of Campus Facilities policy. After a warning the first offense will carry a fine of $10, the second offense $25, and all future offenses $50. Additionally, if such person is a student, the matter will be referred to the Division of Student Affairs for handling in accordance with the Student Code of Conduct. If such person is an employee, the matter will be referred to the employee's supervisor and, in the case of classified employees, the Director of Human Resources. Each violation of this policy by an employee will be considered a disciplinary event with consequences determined by the number of events. By this policy, the entire university community is encouraged to communicate this policy, and the location of the designated smoking areas, to all other university community members and visitors. All contractors working on campus should be informed of this policy through communication prior to work beginning and if possible in the written documentation authorizing the work.

Exceptions to this policy must be submitted in writing to the appropriate vice president and be approved by the president of the University.

In support of this policy, the Wellness Center and the Student Health Center offer free office visits for smoking cessation and free smoking cessation medication while supplies and funding last. This policy will become effective on move in day August 13, 2014.

The provisions of K.S.A. 21-4009 through K.S.A. 21-4014 and amendments thereto are fully incorporated herein and will be enforced pursuant to the provisions of those statutes.

Adopted by President’s Cabinet (03-05-08).
Revisions adopted by President’s Cabinet (07-27-10)
Revisions adopted by President’s Cabinet (01-04-12)
Revisions adopted by President’s Cabinet (05-07-14)

TUITION ASSISTANCE PROGRAM FOR EMPLOYEES, SPOUSES AND DEPENDENTS

Fort Hays State University provides tuition assistance for employees, their spouses and dependents. The Tuition Assistance Program is available to benefits eligible employees. Qualifying employees may receive assistance year round for both on-campus and on-line courses. Qualifying dependent children and spouses are limited to fall and intersession/spring semesters for both on-campus and on-line courses.

Additional information and application to participate is located on the HR web site at: http://www.fhsu.edu/humanresourceoffice/Other-Benefits/ or http://www.fhsu.edu/policies/human-resources/.

Application Deadlines:

Fall Semester 1st Friday in August by 4:30 PM
Spring Semester 1st Friday in December by 4:30 PM
Summer Semester 1st Friday in May by 4:30 PM

Any employee who feels that he/she has been unreasonably denied permission to attend a course or program may have the decision reviewed by the unit director. If the unit director denies the initial request, the next-level supervisor may review that decision. In either case, the employee may elect to have the decision reviewed instead by the Department of Human Resources.

Updated (10-31-06, 05-13, 09-07-15)

UNIVERSITY CATALOG

The ***University Catalog*** is maintained by the Office of the Provost. It contains the titles, descriptions, hours of credit, prerequisites, and the numbers of courses offered at the University. The catalog is also a source of information relative to academic requirements, academic philosophy of the University, and, in general, it serves as a primary source of information about academic matters. It is available on-line at https://unicat-web.fhsu.edu/Catalog/ViewCatalog.aspx.

USER FEE POLICY

Prior approval of all "user fees" must be obtained before any administrative or academic unit can institute a fee for services provided to students, faculty, and non-University personnel. Requests must be approved by both the appropriate unit dean or director and the president's senior administrative group (ISM).

Approved by Cabinet (03-02-94).

No user fees shall be assessed to students, faculty, staff, or non-university personnel without prior approval of the Vice President for Administration and Finance. Examples of such fees include those associated with course materials, laboratory materials, workshop materials, equipment usage, space rental, or other departmental cost recovery efforts. User fee proposals must be based on a cost recovery philosophy. User fees associated with on-campus course activity must be limited to situations in which additional materials are provided to students. User fee proposals associated with virtual college course or workshop activities may be based on costs associated with material provision, equipment usage and non-state funded instructional costs. Upon appropriate approval notification, all such fees collected will be deposited in a designated departmental sales and service account through the University Business Office.

Updated (04-2000)

Policy on Course offerings

All workshops/courses that meet for 15 contact hours or more must be credit hour producing. A standard of one credit hour per 15 hours of contact time shall be applied. Appropriate admission fees and published University tuition and fees shall be assessed.

Updated (04-2000)

WEBSITE ADVERTISING

University websites are designed principally for the purpose of informing current students, prospective students, parents, alumni and other interested persons about the University and its courses of study and activities. The websites are primarily for educational and informative purposes. Allowing the advertising of private business on University websites has the potential to distract the user and confuse the purposes for which the sites were designed. Therefore, advertising on any of the University websites which may include, but are not limited to, the official Fort Hays State University website, the Fort Hays State University Athletic Association website, and other related or affiliated websites is prohibited unless approved by the President of the University or the President's designee.

In determining whether advertising in any given case should be allowed, the following principles and considerations should be followed:

1. Any method of advertising having the potential to annoy, confuse or disrupt the user is prohibited. The University President or the President's designee has the discretion to determine whether any such method of advertising falls under this general prohibition.

2. Permissible advertising is that which promotes goods or services that relate directly to any of the University's activities, overall mission, and/or services provided by vendors under contract with the University.

3. Any logos used in advertising should be subtle, tasteful and not allowed to distract the user.

4. Advertisements which support or endorse any political official, candidate, party and/or view should not be allowed, unless the advertisement relates to an issue of relevance or significance to any of the University's activities, services or mission.

5. Any advertisement containing any indecent, offensive, derogatory or discriminatory content is prohibited.

Approved by President's Cabinet (03-02-05).

CHAPTER 2 -- ACADEMIC AFFAIRS

ACADEMIC HONESTY

Policy

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations.

Examples of academic dishonesty include but are not limited to: (1) Plagiarism, taking someone else's intellectual work and presenting it as one's own (which covers published and unpublished sources). Using another's term paper as one's own, handing in a paper purchased from an individual or agency, submitting papers from living group, club or organization files, or using another's computer program or document are all examples of plagiarism. Standards of attribution and acknowledgment of literary indebtedness are set by each discipline. Faculty are encouraged to include disciplinary or class-specific definitions in course syllabi. Students should consult with their department or with recognized handbooks in their field if in doubt. (2) Cheating is unacceptable in any form. Examples include consultation of books, library materials or notes during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; substitution of another person for the student on an exam or another graded activity; deliberate falsification of lab results; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden. (3) Falsification, forgery or alteration of any documents pertaining to assignments and examinations. (4) Students who participate in promoting cheating or plagiarism by others will also be in violation of this policy.

Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or University review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but not be limited to any of the following:

* Verbal or written warning
* Lowering of grade for assignment/activity
* Lowering of term grade
* Failure of class assignment

Administrative sanctions may include but not be limited to either of the following:

* Suspension from the University
* Dismissal from the University

Procedures

The University guarantees students the provision of due process. Students are first expected, however, to avail themselves of the University's established tradition of informal appeal. Steps 1-4 describe the informal process. Steps 5-7 describe the procedures designed to implement a formal appeal at the graduate/undergraduate levels.

Step 1: The faculty member decides whether or not a violation of the Academic Honesty Policy has occurred.

Step 2: The faculty member informs the student and the department chair that a violation of the Academic Honesty Policy has occurred. It is the faculty member's obligation to select or devise an academic sanction consistent with the severity of the violation.

Step 3: The faculty member informs the student of the academic sanction and the process of appeal. If the sanction involves a lowering of a term grade, the faculty member informs the registrar of the change.

Step 4: If the student disagrees with the faculty member's allegation and/or recommended sanction, the student pursues the University's longstanding tradition of informal appeal by consulting with the faculty member, and, if the student still disagrees, by appealing to the department chair.

Step 5: If after the informal appeal, the student still disagrees with the faculty member's allegation or recommended sanction, the student may appeal in writing to the academic department no later than the end of the first week of the following semester. The department chair will provide the student with formal (a) departmental appeal procedures for undergraduates and special students or (b) departmental graduate appeal procedures for graduate students. (See specific written departmental appeal process.)

Step 6: a) Graduate students:

If a graduate student disagrees with the allegation(s) or recommended sanction in the informal procedure, the graduate student may formally appeal through the Graduate School's graduate student appeals procedures. The formal graduate student appeal procedure begins with a written appeal to the department chair no later than the first week of the following semester. The written appeal should state the specific reasons for the formal appeal to the department.

b) Undergraduate/special students:

If the student is an undergraduate or special student and disagrees with the departmental allegation or recommended sanction, the student may appeal in writing to the Provost no later than 15 working days following the decision.

Step 7: For undergraduate and special students, an administrative hearing panel will be formed by the Provost to hear the undergraduate or special student appeal. The administrative hearing panel will consist of an academic administrator, assistant vice president for student affairs (assigned to work with student judicial affairs), four faculty members, and a student. The administrative hearing panel procedures for undergraduate and special students are available in the Office of the Provost.

Approved by President Edward H. Hammond (06-16-99).

ACADEMIC SERVICES

Learning Technologies Group (TigerLearn)

If you are interested in teaching online, transforming your course into online asynchronous model, creating a hybrid course for flipped classroom, using technology to supplement your face-to-face course or technology training please contact the Learning Technologies Group. Our team supports three overlapping areas: Teaching and Learning with Technology, Course Development, and Faculty Development. Our goal is to support the FHSU faculty by providing resources and training for successful planning and implementation of learning theory and learning technologies. The Learning Technologies Group draws together experts in instructional design, Open Educational Resources, graphic design, audio and video production, learning analytics, and videoconferencing. Our mission is to support the faculty and staff as they integrate technology into the learning environment to improve student engagement and success.

Course Development

TigerLearn works collaboratively with faculty to help them develop online and blended courses. Our approach is consultative and our goal is to support each instructor's vision by providing resources, tools and a fresh perspective.

The course development services include:

- Course design--providing curriculum, course, or lesson design expertise (typically done on an appointment basis). making connections between tools and methods in an online environment.

- Course delivery--determining needs, developing short or long courses, and assuring the relationship between feedback systems and improvement of instruction. While many of the faculty development services include instruction on how to use appropriate technologies, some will not be related to technology.

- Resource integration (OER)--Through the judicious use of Open Educational Resources we can provide our students with access to high quality, low cost resources. We can help in this process through the identification of resources and by providing guidance on how to integrate OER course materials into the design of a course.

- Technology integration--helping faculty and staff to integrate the right hardware and software to the instructional environment. Expertise in most educational software and social media environments is available.

Teaching and Learning with Technology:

- Blackboard--Blackboard is a learning management system with a wide range of options and functionalities. We can help instructors meet their course design objectives through creative and effective use of all that Blackboard has to offer.

- Development--developing professional presentations for classes, conferences, or professional meetings. These presentations can include PowerPoint/Keynote, custom video, graphics, animation, and multimedia.

- Consulting--responding to departmental and individual requests to build technology-related or presentation systems, as well as providing data analysis services.

- Conference support--given ample advance warning, the TigerLearn staff will help prepare a first class conference presentation using one medium or a variety of media.

- Review of University technology resources--reviewing instructional technology being used across the university to share our existing resource and knowledge base and to determine if FHSU can benefit from 'economy of scale' purchases.

- Technical grant writing--providing expertise in all instructional systems included in grant proposals. This includes, if ample time is provided, researching of the technologies to select the best one(s) for the intended instructional environment.

Faculty Development

Diverse, technologically-supported solutions are being used in areas as diverse as student advising, student retention, course content, learning collaboration, and merit evaluation. The Learning Technologies Group provides presentations, workshops, and web-based support to help faculty and staff navigate the various processes, tools and platforms.

- Training--providing both formal and informal instruction on instructional hardware and software. Formal training includes short presentations (Lunch Bytes), periodic classes, and qualifying classes. Informal classes will be made available in the lab by appointment or walk in.

- Peer Observations--Confidential one-on-one mentoring and consultation.

- Faculty Consultation--work with faculty on a consultative basis to offer resources for effective teaching and learning.

Library Services and Policies for Faculty

Forsyth Library supports the research and teaching needs of faculty. Information about the services and policies listed in this handbook are available on the library web site with more information provided in the *Faculty Guide to Forsyth Library* online at: http://fhsuguides.fhsu.edu/faculty.

Each academic department has an assigned librarian or staff member as a liaison. The library liaison can help answer questions and direct faculty to services and resources. Each academic department also appoints a faculty member to serve as a liaison to the library.

<u>Student Instruction:</u>
Forsyth librarians partner with faculty to provide learning opportunities for all FHSU students. Faculty are urged to contact the library at the beginning of the semester to schedule class instruction related to library research and effective use of information. Faculty teaching virtual classes may request help in integrating library resources or information literacy outcomes into their online courses. Librarians can provide assistance in developing classroom assignments that integrate information literacy skills into the course.

<u>Library Resources:</u>
Forsyth Library collects, delivers, and preserves outstanding research resources that support faculty and student research. Faculty should contact their liaison to suggest acquisition of new resources or use the online request form located on the library's web site. Interlibrary loan can sometimes provide access for faculty and students to some materials not owned by the library.

Borrowing policies for physical library materials (e.g., books, dvds) are posted on the web site. Materials are checked out to individual faculty members rather than to departments. If a faculty member sends an assistant to check out materials in the faculty member's name, written authorization and the faculty ID card must be sent with that person.

Electronic resources like online journals and research databases are generally licensed to the university by commercial vendors and restricted to access by current faculty, students and staff. Off campus access requires a TigerNetID or access to FHSU through the campus virtual private network (VPN). A few resources, including the *New York Times* and the *Chronicle of Higher Education*, require the user to establish an account using their FHSU email account. A list of resources with any special access requirements is available at:
https://www.fhsu.edu/library/electronic/databases/

<u>Course reserves:</u>
Faculty members wanting physical materials placed on reserve for student use should obtain reserve material request forms from the Access Services Manager, and allow five working days for necessary paperwork before telling students that the material is on reserve.

<u>Library Hours:</u>
Exceptions to normal hours of operation are posted on the library web site. General hours are:

Monday - Thursday	7:30 a.m. - Midnight
Friday	7:30 a.m. - 7:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - Midnight

ADVISING

Admission to Teacher Education

Faculty members will find the policies and procedures for teacher education programs from admission to certification in the ***University Catalog***. The Teacher Certification Office is prepared to answer all questions relating to this subject and to provide application forms for (1) admission to programs, (2) student teaching, and (3) certification.

Assignment of Advisor and Major for New Students

Faculty members are selected and assigned by the department chair to act as advisors. The Registrar assigns a student for advisement to the department compatible with the student's academic interest as expressed in the student's application for admission. The department chair will assign the student to the specific advisor in the area of the student's interest.

Entering students who do not express a field of interest are assigned to the Vice President for Student Affairs for advising. (Contact Assistant to the Dean of the College of Arts, Humanities and Social Sciences for the Bachelor of General Studies advisor.)

Changing Advisor/Major

Advisors have an extremely important obligation. The interest taken in a student by the advisor represents one of the greatest services to the student and to the University.

An enrolled undergraduate student desiring to have an advisor/major change should request a transfer of records from the current advisor to the chair of the department in which the student is majoring for an assignment of a new advisor/major; to the undecided coordinator in the Academic Advising and Career Exploration Center; (to the assistant to the Dean of the College of Arts, Humanities and Social Sciences for the Bachelor of General Studies.)

All advisors have access to their assigned advisees through the on-line computing system.

Faculty Hours

Each faculty member shall post and hold a reasonable number of regularly scheduled office hours. The department chair will approve the faculty member’s office hour schedule, with a copy retained in the department office. Faculty members must maintain office availability both physically and electronically, as appropriate. Faculty members who teach in the virtual or electronic learning environments, in addition to regular office hours, will provide students with electronic access to the faculty member in a timely fashion.

Grade Reports

Mid-term grade reports for the fall and spring semesters are distributed to students through their advisors and are available to students on TigerTracks. Final grade reports are available to students on TigerTracks. Faculty are responsible for entering mid-term and final grades for 16-week classes by the deadlines posted on the on-line Academic Calendar. Final grades for courses less than 16-weeks are due no later than seven days after the class is completed.

International Students

See the ***University Catalog*** for "International Student Services."

Role of Academic Advisors

See the ***University Catalog*** for "Academic Advisors" and the ***Faculty Advising Handbook***.

Scholastic Standing

See the ***University Catalog*** for "Grades” and “Grade Points."

BLACKBOARD AUTOMATED COURSE CREATION POLICY

Policy

It is the policy of Fort Hays State University that all courses taken for credit will have a Blackboard course shell automatically created and populated with students. This course shell is considered the official course shell for all courses.

Each of the official course shells will be archived after the end of the semester and removed from the Blackboard system two years later by the Learning Technologies (LT).

Process:

- After a course has been approved and loaded into the CICS system, a computer program will automatically create a course shell in Blackboard.
- Summer and Fall course shells will be created on the first business day of April. The Spring course shells will be created on the first business day of November.
- The instructor of record will be automatically loaded as the faculty member for the course.
- The structure of each course name will be the title of the course as it appears in CICS, the section code, and the semester it is offered (EX: Test Course_VA_F09).
- The course ID will be the department code and number, followed by the section and semester (EX: ART101_VA_F09).
- The official course shell will remain “mapped” to CICS. Every time a student is enrolled or added to the course, the student will automatically be added to the Blackboard shell (there may be up to a four hour delay). There will be no automated process for students who drop out of a course.
- Students will be loaded into the Blackboard system at approximately noon one business day before the first day of class. Students will only be allowed to add the course during the add period.
- Within a week of grades being submitted through CICS, LT will archive the official course shells.
- The official course shell will remain on the Blackboard system for two years. After two years, LT will archive the course shells outside of the Blackboard system and Technology Services will remove the course shell from Blackboard. LT will maintain a library of the official course shells. They may be reactivated upon request.
- Instructors who want to merge the course sections must submit merge requests to Technology Services by noon two business days before the first day of class.
- Course shells will be made unavailable to the students one business day before the next semester student enrollment are loaded into the Blackboard system. If students need continued access to a course (e.g. incompletes), the instructors may manually make the course available to them.
- For more information visit http://www.fhsu.edu/learningtechnologies/BlackboardInstructorTutorials/ or contact LT at 4194.

Grades must still be submitted through faculty portal.

Approved by Provost’s Council (10-08-09).
Revision approved by Provost’s Council (02-08-11).
Revision approved by Provost’s Council (06-19-12).

FACULTY-AUTHORED TEXTBOOKS

Fort Hays State University (FHSU) has historically left textbook, software and other course material selection to the judgment and discretion of faculty. This practice is considered to be sound and in accord with academic freedom and quality of education and should continue.

However, FHSU does have the responsibility to insure its students are not harmed, disadvantaged or exploited as a result of faculty selection of course materials.
FHSU also has the responsibility to see that the University and Kansas Board of Regents Policies regarding Conflicts of Interest of faculty and all other staff are adhered to.

Policy

1. It is the policy of FHSU that selection of textbooks and other course materials is to be left to the discretion and judgment of faculty. In addition, there is no prohibition by FHSU of the assignment by faculty to students of faculty authored course materials. However, faculty should be cognizant that an actual or apparent conflict of interest may arise by requiring students to purchase course materials which the faculty authored and for which the faculty member stands to gain financially.

2. In order to avoid such conflict, or the appearance thereof, it is strongly recommended that faculty submit self-authored course materials that will be required for student purchase for peer review prior to assigning the textbook to such faculty members' students.

3. The peer review should be conducted by at least three tenured faculty members (not including the faculty member who authored the course material) in the same department or discipline as the author. Should three tenured faculty members in the author's department or discipline not be available, then tenured faculty members from other departments may be asked to participate in the peer review. Documentation of the decision of the peer review committee will be kept on file in the department.

4. If a majority of the faculty members participating in the peer review determine the assignment of the faculty-authored textbook or other course material is appropriate given the subject matter of the course and the content of the faculty-authored material, FHSU will presume that a conflict of interest does not exist. However, faculty are advised to comply strictly with the conflict of interest disclosure form prescribed by University and Kansas Board of Regents Policy, and should a financial gain be realized from course materials in the amount required to be disclosed on the form, such disclosure should be made notwithstanding the peer review process.

5. After the peer review process is concluded if serious questions still remain regarding an apparent conflict of interest, then FHSU may investigate the circumstance pursuant to the authority granted by the conflict of interest policies of FHSU and the Kansas Board of Regents. This investigation could result in a determination by FHSU that a conflict of interest or appearance thereof existed for which disclosure should have been, but was not made, and FHSU may take any action allowed by the applicable conflict of interest policies.

Adopted by President's Cabinet (05-02-07).

FACULTY SENATE BYLAWS

Article I--Name

The name of this organization shall be the Faculty Senate of Fort Hays State University.

Article II--Object

Section 1 The Faculty Senate represents the Faculty of Fort Hays State University in participating in the governance of the University.

Section 2 It is advisory to the President of the University, and as such provides for representative participation of the faculty as interested partners in decision making and the effective management of the vital affairs affecting campus personnel.

Section 3 It cooperates with the Student Senate in promoting conditions for effective learning and fair treatment of the students; actions of the Student Senate may be reviewed by the Faculty Senate at the request of the President of the University or any member of the Faculty Senate.

Section 4 It cooperates with the Alumni Association and Classified Senate to achieve common goals and objectives.

Section 5 It cooperates with the surrounding geographic community to promote the collective interests of Fort Hays State University.

Article III--Representation

Section 1 For the purpose of determining representation on the Faculty Senate, teaching faculty shall be defined as follows:

Those who are members of the faculty on fulltime appointment, excluding those in administrative positions who teach less than four-tenths time, shall constitute teaching faculty. Departmental chairs shall also be considered as teaching faculty for purposes of determining the number of departmental representatives and choosing them only.

Section 2 All members of the teaching faculty, and those part-time persons whose appointment is solely a teaching position, shall have the right to vote for representatives to the Faculty Senate.

Section 3 Number, Eligibility, and Election of Representatives.

a. Representation is determined by the following ratio: One representative for every ten members of a department who are qualified as teaching faculty, or fraction thereof.

b. It is recommended that these representatives shall have at least the rank of assistant professor and shall have served at least three full years on the faculty of the University.

c. For purpose of serving as an elected representative of a department on Faculty Senate, only full-time faculty who are not in the position of Department Chair will be eligible.

d. Method of election.

(1) Each department shall elect representatives in a meeting at which there shall be nominations from the floor and written ballots counted at the meeting. Academic Departments are strongly encouraged to consider the merits of selecting representatives to serve on the Faculty Senate for no more than two full terms consecutively.

(2) Representatives shall be elected not later than the third school week in April for the term of office to begin and end with the fiscal year (July 1 through June 30.)

(3) If a department becomes entitled to an additional representative after the April election, the department shall elect its additional representative prior to July 1.

(4) Faculty members not attached to a department and those holding joint appointments may choose the department in which they wish to vote, provided that no faculty member may vote in more than one department.

Section 4 Terms of Representatives.

a. Except as modified in this subsection and subsection d below, the terms of senators shall be three years. Terms of elected senators from a given department shall be adjusted so that the term of no more than one senator from any given department will expire at the end of any fiscal year.

b. The terms of senators shall begin and end with the fiscal year.

c. Filling a Vacancy.

(1) In the event a vacancy occurs before the completion of a term, a successor shall be elected for the unexpired portion of the term.

(2) In the event a senator goes on leave of absence or is gone for the summer, that member's place shall be filled temporarily by an alternate, and he/she shall resume his/her place in the Senate upon return to the University.

(3) A department may provide an official alternate either by authorizing the departmental chair to appoint an alternate or by electing an alternate. The duly elected or appointed alternate shall have voting privileges.

d. If a person is serving as Vice President of the Faculty Senate in the third year of a term in the Senate, such person, if not re-elected, shall be granted a one-year extension as senator-at-large in order to fulfill the duties of the President of the Senate.

Section 5 Any senator may place an item on the agenda of the Senate or may present a proposal for referral to a committee.

Article IV--Officers

Section 1 Election and Tenure of Officers.

a. Officers of the Faculty Senate shall be a president, a vice president and a secretary. A vice president and secretary shall be elected by the Senate as a whole at the April meeting, and will succeed to their respective offices at the beginning of the next fiscal year following their election.

b. In the absence of the president, the vice president shall preside.

c. The method of election shall be by nominations from the floor and written ballots to be counted at the meeting.

d. The term of office for the president and secretary shall be one year.

e. The vice president shall be the president-elect and will succeed to the presidency at the beginning of the next fiscal year.

Section 2 Certification of Officers.

a. Elected officers shall certify their willingness to perform their duties.

Section 3 Duties of Officers.

a. The President of the Faculty Senate shall

(1) preside over all meetings.

(2) circulate the agenda of each regular meeting to the faculty no later than one week prior to the meeting.

(3) prepare an annual report, which shall be distributed to the faculty prior to the final spring semester general faculty meeting.

(4) create any administrative arrangements and agencies necessary to conduct Senate business and activities (e.g., select ad hoc committees, liaisons, special appointments).

b. The Vice President of the Faculty Senate shall perform the functions of the president in the event the president is unable to do so.

c. The Secretary of the Faculty Senate shall

(1) keep the minutes.

(2) distribute the minutes to the faculty no later than one week prior to the next regularly scheduled Senate meeting.

(3) engage in correspondence.

(4) perform the functions of the president in the event the vice president is unable to do so.

Section 4 Committee on Committees.

Before the end of the fiscal year, the officers, meeting as a Committee on Committees, shall appoint the members of the standing committees, except the Executive Committee, for the following fiscal year.

Section 5 Filling a Vacancy.

a. Vacancies in the offices of vice president and secretary shall be filled by an election at a Senate Meeting where nominations are taken from the floor and written ballots are used to count the votes. The president may appoint a Senator to fill the vacant position(s) until the election process is completed.

b. If the president is unable to perform the duties of the presidency due to illness, absence from FHSU or other conflicts and the inability to perform exceeds 60 days, then the Faculty Senate Executive Committee may, for the good of the Senate, take certain actions.

The Executive Committee may authorize the vice president to assume the position of the presidency for that remaining year. The Committee may also request that the absent president become the Senate president the following year. If the vacating Senate president is not able or willing to serve in that capacity the following year, then the Executive Committee will request an election for a new vice president as prescribed in ARTICLE IV – Officers, Section 1 c.

[as amended by Faculty, November 1998; resolution 9899-21]

Section 6 Administrative Support.

The University Administration shall provide one-quarter reassigned time for the Faculty Senate president with an additional one-quarter reassigned time to be provided by the department from which the Faculty Senate president is elected. In addition, the University Administration shall provide an office, appropriately equipped and staffed for the performance of the official functions of the Faculty Senate.

Article V--Meetings

Section 1 Regular Meetings.

a. Regular meetings of the Faculty Senate shall be held from September through May.

b. Monthly meeting times shall alternate between Mondays and Tuesdays at 3:30 p.m.

Section 2 Special Meetings.

a. Special meetings shall be called by the president upon the written request of twenty percent of the senators or ten percent of the faculty, or upon the request of the Executive Committee or President of the University.

b. Special meetings shall consider only the issue for which they are called.

c. If a special meeting is called to meet a short deadline for a Senate decision imposed by the Board of Regents or the University administration, then a written and/or email notice of the meeting must be sent to all Senators at least one week prior to the special meeting date. If a quorum of the Senators is not obtained at the special meeting, then the Executive Committee may act on behalf of the Senate with advice and guidance of the Senators present at the meeting.

Section 3 Quorum and Majority.

a. A quorum for the conduct of business shall be a majority of the members.

b. Decisions in all matters except Standing Rules shall be by majority of those voting.

Section 4 Order of Business.

The usual order of business for regular meetings shall be the following.

a. Roll call.

b. Minutes of the previous meeting.

c. Announcements.

d. Reports of standing committees.

e. Reports of special committees.

f. Unfinished business.

g. New business.

h. Adjournment.

Section 5 Open Meetings.

a. Meetings of the Faculty Senate will be open in accordance with statutes of the State of Kansas.

b. Nonmembers will be seated in a separate section and may address the Senate upon recognition by the president.

c. Upon request, the President of the University shall be recognized by the President of the Faculty Senate.

d. The presiding officer may cause anyone who disrupts the proceedings to be ejected.

Section 6 General Faculty Meeting.

The President of the University shall call a general meeting of all faculty before the end of the spring semester for the purpose of reviewing the annual report of the President of the Faculty Senate. At the University faculty meeting in the fall, the President of the Senate shall report on the summer activities of the Senate.

Section 7 Parliamentary Procedure.

a. Robert's Rules of Order, newly revised, shall govern the meetings of the Faculty Senate in all cases to which they are applicable and in which they are consistent with these Bylaws or the Standing Rules.

b. A parliamentary consultant shall be appointed by the Executive Committee of the Senate.

Section 8 Standing Rules.

a. The Faculty Senate may, upon two-thirds vote of the Senate, adopt, amend or repeal Standing Rules governing its operations.

b. A record of the Standing Rules and Bylaws will be kept and made available.

Article VI--Committees

Section 1 Powers and Functions of Committees.

a. Standing committees shall be responsible for recommending policies and actions on items referred to them and for formulating recommendations in the area of their responsibilities for the consideration of the Faculty Senate.

b. Standing committees of the Faculty Senate may establish subcommittees as needed; subcommittees may consult with other members of the faculty, members of the administration, or students.

c. Each standing committee, special committee, and subcommittee shall elect its own chair and secretary.

d. Each committee shall submit written reports of its recommendations to the Executive Committee, which shall put them on the agenda.

e. A majority of committee members shall constitute a quorum for meetings.

Section 2 Standing Committees.

a. The Executive Committee.

(1) The Executive Committee shall consist of the President, Vice President, immediate past President, and Secretary of the Faculty Senate and the chairs of the other standing committees.

(2) The Executive Committee shall

(a) receive proposals.

(b) provide for negotiation with the President of the University in the event a Senate recommendation is disapproved.

(c) provide liaison between the Senate and other components of the University.

b. The Academic Affairs Committee.

(1) The Academic Affairs Committee shall consist of at least nine members.

(2) The Academic Affairs Committee shall be concerned with curriculum, educational improvement, general education, instructional technology, research, specialized accreditation, faculty recognition, program discontinuation, Virtual College course development and redevelopment, and other matters regarding the academic program of the University.

c. The Strategic Planning and Improvement Committee.

(1) The Strategic Planning and Improvement Committee shall consist of at least three members.

(2) The Strategic Planning and Improvement Committee shall provide input to the University's President and Vice Presidents regarding strategic goal setting, action planning, and continuous quality improvements efforts. It shall concern itself with the Bylaws and Standing Rules of the Faculty Senate and review them for amendment at least every three years.

d. The University Affairs Committee.

(1) The University Affairs Committee shall consist of at least seven members.

(2) The University Affairs Committee shall be concerned with policies regarding appointments, promotions, tenure, buildings, budgets, professional ethics, and maintaining formalized contact with classified staff.

(3) This committee shall provide the due process called for by the AAUP Statement on Academic Freedom and Tenure in the event such should become necessary.

(4) In all cases wherein a faculty member must have a hearing, the University Affairs Committee shall nominate a panel of at least five members of the faculty who have tenure; this nomination shall be subject to approval by the Senate.

e. The Student Affairs Committee.

(1) The Student Affairs Committee shall consist of at least five members.

(2) The Student Affairs Committee shall concern itself with relations between the faculty and the student government, leadership of the Division of Student Affairs, and policies regarding student services and student rights, after due consultation with administrative staff concerned with student affairs.

(3) The Student Affairs Committee shall lay before the Faculty Senate any proposal that the Student Senate wishes the Faculty Senate to consider.

(4) After appropriate consultation with representatives from the Student Senate and administrative staff concerned with student affairs, the Student Affairs Committee shall recommend to the Senate regulations of the University, and the means of enforcement and appeal.

f. The Partnerships and Technology Committee.

(1) The Partnerships and Technology Committee shall consist of at least five (5) members.

(2) It shall concern itself with the development and maintenance of all University strategic partnerships, domestic and international. The committee will also provide input to all appropriate university administration regarding technology needs of the faculty not limited to on-campus classrooms, faculty computers, and educational technology for in-person and online class delivery.

Section 3 Appointment Power of the President of the University.

Nothing in these Bylaws shall be taken to limit the power of the President of the University to appoint committees to assist or advise him/her in any matter.

Section 4 Committee Appointment Procedure.

a. After the spring election of new senators for the following fiscal year, the president shall request of the newly elected members and all continuing senators that they submit, to the president, their requests for appointments to committees for the following fiscal year.

b. Each senator, except the officers, shall serve on one standing committee and may serve as representative of the Senate on no more than one other campus committee.

c. The President of the Senate shall announce the committee assignments at the first senate meeting of the new fiscal year and shall at the same time designate a temporary chair of each committee to preside over its organizational meeting to be held at least one week before the first senate meeting of the academic year.

d. The president, at the first senate meeting of the academic year, will introduce the new senators and the chair of each senate committee, who in turn will introduce his/her committee members.

Article VII--Initiative, Referendum and Recall

Section 1 Initiative.

a. Any petition signed by eight members of the faculty shall be sufficient to lay a proposal before the Faculty Senate.

b. The President of the University shall also have the power to lay a proposal before the Senate.

Section 2 Referendum.

Any petition signed by twenty-five percent of the faculty shall be sufficient to cause the President of the Faculty Senate to conduct a referendum on any action of the Senate as specified by the petition.

Section 3 Recall.

Any petition signed by one-third of the members of any department shall be sufficient to cause a vote on the recall of any of its representatives and the election of a replacement, such vote and election to be held by a method in conformity with Article III of these Bylaws.

Article VIII--Ratification and Amendment

Section 1 Ratification.

These Bylaws shall be ratified at the moment of their approval by a majority of the faculty by written ballot within one week after a general faculty meeting called to discuss the Bylaws, and by the President of the University.

Section 2 Amendment.

a. An amendment to these Bylaws may be proposed by a majority vote of the entire senate membership.

b. A proposed amendment shall be ratified by a majority vote of the faculty members voting, provided that the amendment has been circulated to the faculty at least one week prior to a mail ballot.

Revised (11-2006).
Revised (02-28-14).

FACULTY SENATE STANDING RULES

Standing Rule #1: Student Representation on Standing Committees: The Faculty Senate President is requested to invite the Student Senate President to appoint one nonvoting representative to each of the Faculty Senate Committees. Student alternates may also be appointed. (November 8, 1976)

Standing Rule #2: Instrument for University Administration Response to Senate Actions: Appropriate instruments as approved by the Faculty Senate Executive Committee shall be used to transmit to the appropriate University official those senate recommendations requiring approval by the University President or Provost and senate resolutions directed toward the University President or Provost. (February 7, 1994)

Standing Rule #3: Committee Proposals to be Considered at Senate Meetings: Committee reports to be brought before the senate for action at that meeting must be submitted to the senate membership before or at said meeting in typed form before senate action on said reports can be taken. (December 7, 1976)

Standing Rule #4: Department Representation on Faculty Senate: Article III, Section 3:a, of the Bylaws of the Faculty Senate shall be interpreted to mean that the number of Faculty Senate representatives to which a department is entitled shall be based on headcount of those qualifying as teaching faculty in that department, in accord with Section 1 of the same article. (March 7, 1977)

Standing Rule #5: Departmental Notification of Expiring Terms of Senators: The Bylaws and Standing Rules Committee shall notify the chair of each department of the expiring terms of senators and the election procedures for senate representatives and alternates (Article III, Sec. 3:c). (November 13, 1978; revised February 1994)

Standing Rule #6: Rule on Senate Committee Records: Each standing committee shall have a secretary who shall maintain a record of committee meetings. These records shall include attendance, motions and actions of the committee, and the secretary shall send copies of these records to the Faculty Senate President and Vice President. (April, 1987)

Standing Rule #7: Rule on Deposit of Minutes: It shall be the responsibility of the Faculty Senate Vice President to receive and deposit in the University Archives the minutes of the meetings of both Faculty Senate and its standing committees. (April, 1987)

Standing Rule #8: Nomination of Candidates for Senate Offices: Each year the President of the Senate will chair a Nominating Committee. This Committee will be composed of the President of the Faculty Senate and the four most recent available Faculty senate presidents. The members of the Committee will be announced at the February meeting of the Senate. The task of the Committee will be to provide one or more candidates for each of the offices of Vice President of the Faculty Senate and Secretary of the Faculty Senate for next election. The nominations made by this Committee will be reported at the March meeting of the Senate. Standing Rule #8 shall be understood to supplement rather than replace Article IV, Sec. 1:c of the Bylaws; i.e., further nominations for either or both of the offices involved may be made from the floor prior to election.

Standing Rule #9: Library Representation: See Article III, Sec. 3:c(4). For purposes of determining senate representation, the staff holding academic rank at Forsyth Library shall be considered a department and elect representatives accordingly. The appropriate Library staff may elect to be considered as a department of one of the academic Colleges of the campus for purposes of nomination by the Faculty Senate President as faculty representatives on College and University committees. Such election shall remain in effect until changed, and may not be changed sooner than two years after the previous election, unless the affected College ceases to exist. (June 5, 1984, revised April 4, 1994, revised February 26, 1996)

Revised (02-01-96).

INSTRUCTIONAL PROCEDURES

Absences of Faculty

Unless excused by their dean or on University trips, faculty are expected to be present according to the official calendar of the University. Absence reports are used in requesting permission to be absent either for official business of the University or for personal reasons. Absences due to health problems should be discussed with the appropriate department chair and arrangements made for covering classes.

Absences of Students

The student is responsible for attending all classes on time, beginning with the first day of classes. If the student's participation in organized University activities should require missing a class or classes, it is the student's responsibility to notify instructors in advance and to arrange to make up missed work. If the student misses a class because of illness, the student should report it to the Student Health Center; a death in the immediate family should be reported to the Office of Student Affairs. However, it is the student's responsibility to see instructors and arrange to make up all missed work.

In advance of any off-campus, officially approved group activity (athletics, music, conferences, etc.), the group's sponsor must send an email note to all faculty and the deans. This note should include an alphabetized list of the participating students as well as times and dates of departure and return. In special individual cases or situations, certain offices (Student Health, Registrar, Student Affairs, etc.) may inform instructors of extenuating circumstances, but these are not excuses. The student is still held responsible for the work missed during the absence.

Whenever a student is absent from a class more than three times and the instructor does not know the cause, the student's name should be reported to the Vice President for Student Affairs. The Vice President will then try to ascertain the reason for absence. In addition, the faculty member has an obligation to impress upon students the importance of regular class attendance.

Faculty members who make regular class attendance checks may inform the dean of the appropriate college of students' excessive absences. In such instances, students will be informed to either initiate an official withdrawal on or before the official withdrawal date or make arrangements with the instructor to complete the course. If the student fails either to withdraw officially or to complete the course, the student will be assigned the grade of U at the end of the semester.

Academic Dishonesty and Disruptive Behavior

Academic Honesty

See the University Catalog for "Academic Honesty."

Disruptive Behavior

Actions by faculty, staff, students, or visitors which unnecessarily and unreasonably obstruct or interfere with the teaching, research or learning functions, or other normal and necessary activities of a Regents institution, or which create an imminent threat of danger to persons or property, may constitute grounds for suspension, dismissal, or termination or permanent exclusion from the campus.

Kansas Board of Regents: Policies and Procedures Manual (1986).

Academic Freedom

The University supports the principles of academic freedom as expressed in the standards of the American Association of University Professors.

The teacher is entitled to full freedom in research and in the publication of their results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College or University teachers are citizens, members of a learned profession and officers of the educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. They should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others and make every effort to indicate that they are not speaking for the institution.

All faculty members at FHSU enjoy academic freedom to teach and all students are accorded freedom to learn. Conflicts in this area should be discussed promptly and directly with department chairs and, if necessary, with deans. Academic freedom is not restricted to those possessing tenure. It is guaranteed to all.

Academic Majors, Minors, Special Emphases

See the University Catalog for "Academic Majors, Minors, Special Emphases."

Accidents in the Classroom, Buildings, or on Campus

In case of sudden illness or accidents, the teacher or a student should immediately call the Student Health Center, administer first aid if a qualified person is present and notify the department chair without delay. In appropriate cases, classes should be adjourned. Health Center personnel should be given requested assistance. The Student Health Center will notify the family.

Change of Student's Class Program

All courses for which the student may claim credit and all changes in a student's semester program must appear on the official record of the student's program in the Office of the Registrar.

Change or Adoption of Textbooks

All textbook adoptions or changes are the responsibility of the faculty member or group of faculty members in charge of the specific course involved; the department chair will in turn notify bookstores. Book orders should be sent to the bookstore three or more months in advance of the semester or summer term in which they are needed if possible.

Cheating

See Chapter 7: Student Affairs; Cheating.

Class Absences

Student absences may be excused at the discretion of the instructor.

Class Hours

A class hour is a scheduled period of fifty minutes except when classes for specific purposes are shortened by University action. It is expected that an instructor will use the entire period. The class period may be shortened for convocations.

Class Record

Faculty must keep an accurate record of each student's work and attendance.

Class Schedule Policy

The schedule of classes can be found at www.fhsu.edu/ through the TigerTracks link on the home page of the Web site. The schedule of classes for any academic year is arranged prior to early registration; March for the Summer Term and Fall Semester, October for the Intersession and Spring Semester. Enrollment information can be found at www.fhsu.edu/registrar/. Changes to the on-line schedule of classes must be cleared through the office of the appropriate college dean.
No course may be offered in any academic year which has not been recommended by the Faculty Senate or the Graduate Council and approved by the assistant provost. This requires advanced planning for the revision of curricula and the addition of new courses.

College Honors

See the *University Catalog* for Honors at Graduation and Honor Societies. The Dean's Honor Roll is published twice a year. All undergraduate students, including those enrolled in continuing education classes and those enrolled in a second undergraduate degree program, are eligible for the Dean's Honor Roll distinction subject to enrollment and successful completion of 12 or more undergraduate credit hours (excluding pass/no credit hours and incompletes) with a GPA for that academic term of at least 3.60. Second undergraduate degree candidates should have declared a second major and have a degree summary on file in the Office of the Registrar.

Compulsory Attendance

See the University Catalog for "Class Attendance, Absence Notices, and Records, Absences of Students."

Copyright Act and Photocopying

The University abides by the laws and principles of copyright and photocopying as stated in Public Law 94-553, General Revision of the Copyright Law, which took effect on January 1, 1978. Each faculty member is urged to acquaint him/herself with this public law or the copyright statute found in Title 17 of the United States Code.

For convenience the American Library Association's ***Model Policy Concerning College and University Photocopying for Classroom, Research, and Library Reserve Use*** is on reserve at the Forsyth Library's circulation desk. It should be noted, however, that the Kansas Board of Regents and FHSU do not guarantee legal representation without charge for faculty members involved in copyright litigation.

Course Add/Withdrawal

See Chapter 7: Student Affairs; Change to Official Enrollment (Add/Withdrawal)

Examinations

Final Exam Schedule – See www.fhsu.edu/registrar/academic-calendar

No extracurricular activities should be held during final exams.

Approved by Faculty Senate (2003-2004).

Grades

The instructor will enter grades on-line by the deadlines posted on the on-line Academic Calendar. Final grades for courses less than 16-weeks are due no later than seven days after the class is completed. Instructors and Department Chairs will retain access to the electronic final grade rosters for previous semesters through the faculty portal. Instructors can print final grade rosters for their records if desired.

Incompletes are given to students when course work has not been completed due to circumstances beyond their control. A faculty member awarding an "Incomplete" will indicate on the faculty portal grade entry system what must be done to remove that grade. The instructor will indicate the grade of “I” for incompletes when entering grades during mid-term and final grade entry.

Graduate Credit

Graduate credit may be earned in courses numbered 600 or above only by regularly enrolled and approved graduate students. In courses in which undergraduate and graduate students are enrolled, the standard of graduate work shall be the same as that for courses in which graduate students only are enrolled. The student must have an average grade of "B" for all courses taken for graduate credit to meet the requirements for the master's degree or the specialist in education degree.

Pass/No Credit Policy

Any individual may enroll in certain classes for Pass/No Credit. Undergraduate students may be allowed to apply a maximum of 24 Pass/No Credit hours, excluding HHP credit, toward their degree.

The courses the student elects to meet general education requirements, courses used in fulfillment of a major program (including cognates) and courses required in a student's minor may not be taken Pass/No Credit. (Physical education requirements for graduation, however, may be taken Pass/No Credit and do not count against the maximum of 24 hours.)

After a student has enrolled in a course under the Pass/No Credit option, that individual may not subsequently change to a graded basis in that course, nor can the student who has enrolled for a grade subsequently change to a Pass/No Credit option.

The student must check the appropriate box on the "Enrollment Form" for each course taken for Pass/No Credit at the time of enrollment (except for those courses that are only taught under that option).

It is the prerogative of the instructor to determine what constitutes a particular letter grade. The instructor will report a letter grade on the grade roster for the student at the end of the semester. Technology Services will convert the letter grade to a Pass (P) or No Credit (NC). A grade of D or above will be converted to a grade of P. A grade of U will be converted to NC. The P or NC grade will be recorded on the student's transcript.

Under Pass/No Credit a grade of P is not used in computation of a student's GPA.

Transfer of Pass/No Credit Grades

All appropriately transferable credits* in which a grade of "P" has been earned and which come from an institution or a degree program utilizing only P/NC or P/F grading may be used to satisfy General Education requirements and the language requirement for the Bachelor of Arts degree.

All appropriately transferable credits in which a grade of "P" has been earned and which come from an institution or a degree program utilizing only P/NC or P/F grading may be used to satisfy major or minor requirements. If all specified course requirements for the degree are fulfilled through the use of courses with a grade of "P," the university will regard the minimum average grade index requirement as having been fulfilled.

At least 30 semester hours of credit with a passing letter grade of A, B, C, or D for a bachelor's degree must be taken from Fort Hays State University. Pass ("P") or Credit ("CR") does not count towards the 30 semester hours.

**Appropriately transferable credits assume that an institution is accredited by a regional organization and that the class can be articulated to a comparable FHSU class.*

Transfer of Pass/No Credit Grades policy approved by President's Cabinet (01-06-14).

INSTRUCTIONAL PROGRAMS

Degrees/Undergraduate and Graduate

See the University Catalog.

Degrees/Graduate

See the University Catalog.

Procedures for Approval of New Courses and Programs

The following procedures are to be followed in the approval of new courses and programs.*

1. Proposed new courses numbered 000-499, after review and recommendation by the Faculty Senate, will be submitted to the assistant provost for approval or disapproval. Proposed new courses numbered 600-699, including those in a graduate program, after review and recommendation by the Faculty Senate, will be submitted to the Graduate Council. The recommendations of the Faculty Senate and the Graduate Council will be submitted to the assistant provost for approval or disapproval.

   The Faculty Senate will not review new graduate courses numbered 800-999.

2. All new course proposals must be submitted on appropriate approval forms. These forms and general directions are available within the Course Management process in Lotus Notes. The proposals for courses 000-699 should be submitted to the Faculty Senate president, who will forward them to the Academic Affairs Committee. Courses numbered 800-999 must be submitted to the Dean of the Graduate School for distribution to the Graduate Council. The department submitting a new course proposal is responsible for providing the necessary copies for the Academic Affairs Committee, and to the Dean of the Graduate School for Graduate Council.

3. A syllabus of the proposed course shall be provided as part of the documentation of the request for approval of the course.

4. Neither the Academic Affairs Committee of the Faculty Senate nor the Graduate Council will consider a new course proposal unless it has the prior approval of the appropriate department chair and dean.

5. New program proposals shall follow the same general procedures as outlined above.

6. New courses for undergraduate credit to be offered in the summer term and fall semester must be submitted to the president of the Faculty Senate by December 1 of the previous calendar year in order to insure their approval. New courses for the spring semester must be submitted by April 1 of the previous calendar year in order to insure time enough to complete the approval process. Any new course offering graduate credit only (800-999) must be submitted to the Dean of the Graduate School nine (9) months prior to the initial offering of the course. Courses 600-699 which offer both undergraduate and graduate credit must be received by the Dean of the Graduate School following Faculty Senate approval at least nine (9) months prior to the initial offering of the course.

7. Upon recommendation of courses by the Faculty Senate, materials regarding courses numbered below 499 will be forwarded to the assistant provost with the recommendation that they be approved. The assistant provost will act upon the recommendations and inform the Faculty Senate president and appropriate offices. Materials regarding courses numbered 600-699 after approval by the Faculty Senate will be forwarded to the Dean of the Graduate School for review by the Graduate Council. The Dean of the Graduate School will, after Graduate Council action, forward his/her recommendation to the assistant provost.

8. Any course not approved by the assistant provost will become a subject for discussion at a meeting scheduled by the assistant provost with the president of Faculty Senate and the chair of the Academic Affairs Committee.

9. In addition to the routine submission of new undergraduate course proposals to the Senate for approval, the Academic Affairs Committee shall submit a report to the Senate in April each year listing the new programs and new courses which have been considered for approval by the committee.

10. All new program proposals* except minors require approval of the Board of Regents. Those requests are normally submitted by the provost to the Council of Chief Academic Officers (COCAO) in December with approvals ensuing sometime in the following spring semester. These undergraduate proposals should be sent to the Faculty Senate president by September 15 in order to ensure internal approval prior to submission externally. New graduate program proposals must be sent to the Dean of the Graduate School by September 15 in order to insure internal approval prior to submission externally.

*Programs are defined for this purpose as majors, options, areas of emphasis, areas of concentration, minors, or any collection of courses which will be identified to students as a sequence designed to provide specific academic expertise.

Revisions approved by Provost Larry Gould (04-09-03).

Procedures for Approval of New Departments

In all procedures involving the creation of new departments from existing ones, or the combining of two or more existing departments, the decision-making process shall include meetings of the president and/or provost and all relevant deans with all affected faculty and chairs.

Revised and approved by President Edward H. Hammond (04-10-97).

Virtual College

The Virtual College is the administrative unit charged with coordinating all FHSU academic outreach programs. The College provides learning opportunities at the certificate, associate, bachelors, and masters degree levels, primarily through the innovative use of online and mediated instruction. The College cooperates with the Colleges of Arts, Humanities and Social Sciences, Business and Entrepreneurship, Education, Health and Behavioral Life Sciences, Science, Technology and Mathematics and the Graduate School to extend the institution's academic instruction resources to the people of western Kansas and beyond. In addition, the Virtual College has partnered with other educational institutions to provide students with the best learning experience possible. A copy of the Virtual College Policies and Procedures related to off-campus and technology–delivered instruction is available on their website <www.fhsu.edu/virtualcollege/> or by calling 4291.

Off-campus students are a diverse population with differences in educational requirements, motivation, constraints, goals, and opportunities. Programs offered through FHSU's Virtual College are designed to accommodate these differences. The Virtual College increases the opportunities for the entry and re-entry of students into higher education. It assists them to overcome or minimize participatory barriers such as location, finance, and time through the use of available learning resources through mediated delivery of instruction.

OPERATING PAPER FOR THE GRADUATE SCHOOL

Section One – Introduction

Purpose and Functions of the Graduate School

1. The Graduate School is the central agency for organizing and supervising the graduate instructional program of the University and for developing that program toward the highest level of excellence.

2. The Graduate School is the central agency for facilitating, encouraging, and coordinating the research effort of the University and for developing that effort toward the highest level of excellence.

3. The Graduate School has a primary concern with meshing graduate instruction and research into mutually supporting programs and also with integrating both programs into the total effort of the University.

4. The Graduate School is charged with leading and coordinating internationalization efforts among all units of the institution.

5. The Graduate School is the administrative home of the Director of the Master of Liberal Studies program. This position reports to the Dean of the Graduate School/Assistant Provost for Internationalization. However, the Master of Liberal Studies degree remains housed in the College of Arts, Humanities and Social Sciences.

Relation of the Graduate School to Other Agencies of the University

1. The Graduate School serves all colleges of FHSU.

2. The Dean of the Graduate School/Assistant Provost for Internationalization is responsible for policy development, implementation efforts, and providing collaborative leadership to other campus units involved in graduate work, research, and internationalization efforts.

Section Two – Organization of the Graduate School

1. The Graduate Faculty

a. Graduate Faculty membership shall consist of four categories:

Masters II – faculty considered for this category by the Graduate Council shall provide a substantive record of accomplishment and be actively engaged in scholarly activities. Election to this level of graduate faculty shall be rigorous and competitive. To qualify for this category, faculty members must meet the following criteria:

- Normally, faculty rank of Assistant Professor or higher with a full-time appointment.
- An earned graduate degree that is considered a terminal degree in the appropriate field.
- Significant engagement in scholarly activities which may include, as one component, mentorship of students.

Scholarly activities include research, writing, publication and creative activities appropriate to the faculty unit member's discipline or interdisciplinary work in either traditional or electronic publications of recognized value to the University and the faculty member's discipline. When reviewing graduate faculty nominations from departments other than Art or Music, the Graduate Council places particular emphasis on publication.

Student mentorship shall include, but not be limited to, thesis/field study advisement, supervision of graduate and/or undergraduate students on research projects or creative activities, or evidence of commitment to involving students in the scholarly enterprise of the institution.

Appointments as a Masters II graduate faculty are given for a term of three years. At the conclusion of the third year in this category, Masters II faculty members desiring to be renewed with this status must submit to the Graduate Council an updated report of scholarly activity and scholarly student mentorship completed since the last approval as a Masters II graduate faculty member. Masters II graduate faculty who do not apply for renewal in this category after an initial term of approval shall be placed in the Masters I category.

Privileges: Masters II graduate faculty shall be allowed to serve as chairs of graduate committees and thesis/field study committees, develop or re-develop Virtual College courses numbered 600-999, instruct graduate courses, and advise graduate students. Upon their election, Masters II graduate faculty shall receive a one-time research related compensation to be determined by the graduate dean and will be formally recognized at all Graduate School and university research activities events. Masters II graduate faculty are also entitled to apply for university internal grants for research activities.

Responsibilities: Masters II graduate faculty shall be expected to perform graduate instructional assignments, committee assignments, and student advising according to departmental, college, and Graduate School standards of excellence. These faculty members are responsible for timely and accurate advising of graduate students according to established Graduate School procedures.

Advising duties shall include, but not be limited to: timely admissions recommendations, filing programs of study, approval of course schedules, supervision of graduate assistants, knowledge of university policies and procedures regarding graduate education, candidacy, disciplinary and career advisement, design and coordination of comprehensive examinations, and thesis/field study/catalog submission. Attendance at Graduate School commencement-related activities is expected.

Masters II graduate faculty members who fail to perform these duties competently may be reviewed by the Graduate Council for quality improvement or, in extreme cases, discontinuance of graduate faculty status. Recommendations for review may be brought to the Council by the appropriate academic dean in consultation with the graduate dean.

Masters I – Graduate Council approval is required for this category. Evidence of past production and potential for future scholarly contributions to the institution are required for election. To qualify for election to this category, faculty members must meet the following criteria:

- Normally, faculty rank of Assistant Professor or higher with a full-time appointment.
- An earned graduate degree that is considered a terminal degree in the appropriate field.
- Scholarly production.
  Scholarly activities include research, writing, publication and creative activities appropriate to the faculty unit member's discipline or interdisciplinary work in either traditional or electronic publications of recognized value to the University and the faculty member's discipline. When reviewing graduate faculty nominations from departments other than Art or Music, the Graduate Council places particular emphasis on publication. Nominees for this category must have a baseline record of scholarly production and demonstrate potential for further scholarly contribution to the university.

Administrative appointments of president, provost, and academic deans shall automatically be included in this category unless they have been elected to the Masters II category.

Privileges: Masters I graduate faculty shall be allowed to serve as chairs of graduate committees and thesis/field study committees, develop or re-develop Virtual College courses numbered 600-999, instruct graduate courses, and advise graduate students. Masters I graduate faculty members shall be eligible to apply for internal grants programs offered by the Graduate School.

Responsibilities: Masters I graduate faculty shall be expected to perform graduate instructional assignments, committee assignments, and student advising according to departmental, college, and Graduate School standards of excellence. These faculty members are responsible for timely and accurate advising of graduate students according to established Graduate School procedures.

Advising duties shall include, but not be limited to: timely admissions recommendations, filing programs of study, approval of course schedules, supervision of graduate assistants, knowledge of university policies and procedures regarding graduate education, candidacy, disciplinary and career advisement, design and coordination of comprehensive examinations, and thesis/field study/catalog submission. Attendance at Graduate School commencement-related activities is expected.

Masters I graduate faculty members who fail to perform these duties competently may be reviewed by the Graduate Council for quality improvement or, in extreme cases, discontinuance of graduate faculty status. Recommendations for review may be brought to the Council by the appropriate academic dean in consultation with the graduate dean.

<u>Temporary</u> – temporary graduate faculty members shall be reviewed and approved by the graduate dean without review by the Graduate Council. The length of approved appointment shall be at the discretion of the graduate dean, but shall normally not exceed two years. Recommendations for temporary membership shall originate from the department chair. Temporary graduate faculty shall have earned a master's degree in the appropriate discipline from a regionally accredited institution and have appropriate substantive professional experience appropriate for the graduate instructional assignment. A resume will be required to be submitted along with the application for approval.

<u>Privileges</u>: temporary graduate faculty members may serve as instructors of record for graduate courses in their discipline, but may not be assigned graduate students advising responsibilities.

<u>Responsibilities</u>: temporary graduate faculty shall be expected to perform graduate instructional assignments in accordance with departmental, college, and Graduate School teaching performance expectations.

Temporary graduate faculty who fail to perform these duties competently may be reviewed by the Graduate Council for quality improvement or, in extreme cases, discontinuance of graduate faculty status. Recommendations for review shall be brought to the Council by the appropriate academic dean in consultation with the graduate dean.

<u>Specialist</u> – a professional staff member assigned the responsibility for advising graduate students in a graduate program. Specialists shall have an appropriate amount educational background and professional experience for the discipline in which they will be assigned as assessed by the department/college at the initial appointment. Membership shall be determined by the graduate dean in accordance with the nature of the professional appointment.

Administrative appointments of department chairs and graduate program directors shall automatically be included in this category unless they have been approved as a graduate faculty appointment.

Privileges: specialists may only serve as advisors for graduate students in their program. Specialists may be assigned as primary advisors in the university mainframe computer on condition that a Masters I or II graduate faculty member be assigned as secondary advisor, as well. Specialists may serve as committee members on programs of study under the leadership of a graduate faculty member committee chair with approval of the graduate dean.

Responsibilities: specialists shall be expected to perform timely and accurate advising of graduate students according to established Graduate School procedures.

Advising duties shall be limited to: timely admissions recommendations, filing programs of study, approval of course schedules, supervision of graduate assistants, knowledge of university policies and procedures regarding graduate education, and filing candidacy applications.

Specialists may have their performance reviewed by the Graduate Council for quality improvement or, in extreme cases, for discontinuance of membership. Recommendations for staff review may be brought to the Council by the graduate dean upon the recommendation of the staff member's program supervisor and/or academic dean.

b. Upon approval of these categories of membership, all current elected graduate faculty members will be placed in the Masters I graduate faculty member category. Current probationary graduate faculty members will be placed in the Masters I graduate faculty member category, but their status will expire according to the timeline of their initial appointment.

2. The Graduate Council

a. Composition

The Dean of the Graduate School shall call upon departments responsible for each the following 18 programs/standing committees to elect one (1) Masters I or II graduate faculty member:

- DNP Doctorate in Nursing Practice
- MFA
- MS in Communication
- MA in English
- MS in Geosciences
- MA in History
- MLS
- MPS Master of Professional Studies
- MS & EdS in Psychology
- MBA
- MS in Counseling
- MSE
- MS & EdS in Advanced Professional Studies

- MS in Instructional Technology
- MS in Special Education
- MS in Biology
- MS in Health & Human Performance
- MS in Nursing
- MS in Speech-Language Pathology
- Professional Science Masters
- Scholarship Environment Committee

The official listing of graduate programs will be updated in April of each academic year. Only recognized official degree programs will be represented on the Council; concentrations within existing degrees will not be recognized by the Council.

A meeting quorum shall be met by a simple majority. Council members are required to attend or send a qualified graduate faculty member proxy if they must be absent.

Graduate Council meetings are open to all levels of graduate faculty membership to attend as *ex officio* non-voting members.

b. Term of Office

- Graduate Council members shall be appointed to three-year terms with the exception that, for the initial appointment of the Council, six (6) members will be appointed to 1-year terms, six (6) for 2-year terms, and six (6) for 3-year terms. These initial term lengths shall be determined by lot.
- Department chairs and academic deans may serve as council members.
- Terms of office shall begin at the start of the fall semester.
- A member shall be eligible to serve multiple terms of appointment.
- A person serving part of a term as a replacement shall be eligible for appointment to an immediately following term.
- If a vacancy on the Graduate Council occurs between regularly scheduled appointments, the graduate dean shall call upon the department chair for a nomination to fill the seat until the next election.

c. Powers and Functions of the Graduate Council

i. The Graduate Council shall act as a representative for all graduate faculty members. Recommendations from the Graduate Council shall be brought forward to the Provost by the graduate dean. In a similar manner, the Dean of the Graduate School shall bring recommendations from other campus entities to the Graduate Council for consideration.

ii. Graduate Council members are expected to serve as effective representatives to their individual programs by communicating on a regular basis with their department chair/program director and department. Proposals related to graduate education from departments/programs may be brought to the Graduate Council for consideration by any graduate faculty member.

iii. The Graduate Council will serve as the reviewing entity for all proposals for new graduate-level courses numbered 600 or above.

iv. The Graduate Council will serve as the reviewing entity for all proposals for new graduate degree programs or substantive changes within existing graduate degree programs. Authority to grant approval to new concentrations within existing graduate degree programs shall be given to the Dean of the Graduate School with the expectation that diligent reporting on such concentrations be provided to the Graduate Council.

v. The Graduate Council will serve as the reviewing entity for the election of graduate faculty members.

vi. Members of the Graduate Council may be called upon by the graduate dean to serve on specific tasks related to the continuous quality improvement of graduate education or research. This may include, but not be limited to, service upon academic appeal committees.

3. Other Committees

a. The Graduate Council shall be empowered to establish and terminate its own committees and subcommittees, both standing and *ad hoc*.

b. Departments may appoint committees to oversee the operations of their graduate degree programs. Departments may fulfill the operational requirements of the Graduate School in a manner of their choice. However, one individual on a 12-month appointment must be designated as the primary contact with whom the graduate dean and Graduate School staff shall conduct business related to admissions, graduate assistantships, student advising assignments, maintaining student records, filing programs of study, and candidacy forms. These individuals shall be empowered by departmental graduate committees to act as their representative to the Graduate School. Individuals assigned to fulfill these duties shall be excellent communicators, possess excellent organizational skills, shall be able to make timely decisions, and be committed to graduate education. Committee membership shall be made up of graduate faculty membership in any of the categories of membership described above.

c. The Internationalization Team shall coordinate internationalization activities of the campus. The Dean of the Graduate School/Assistant Provost for Internationalization shall serve as the chair of this committee.

4. The Office of Scholarship and Sponsored Projects (OSSP)

The Office of Scholarship and Sponsored Projects (OSSP) is the administrative office within the Graduate School responsible for external grant facilitation and research administration. The grants facilitator in the Graduate School serves as the coordinator of the Office of Scholarship and Sponsored Projects. Specific duties include, but are not limited to, external grant pre-award assistance for faculty and staff, administration of the Institutional Review Board (IRB), coordination of the Institutional Animal Care and Use committee (IACUC), administration of the university's undergraduate research program, and administration of Graduate School internal grants programs.

5. The Internationalization Office

The Internationalization Office serves the university through the administration of academic programs associated with the campus internationalization initiative. The Assistant Provost for Internationalization serves as the coordinator of this program.

Specific duties include, but are not limited to, administration of the university's internationalization curricula, assistance with the development of international partnership agreements, recruitment of international students, international development of faculty and staff, development of new study abroad opportunities, collaboration with faculty and departments on internationalization initiatives, and communication to all campus stakeholders about internationalization opportunities.

Section Three – Rules of Procedure and Bylaws

Rules of Procedure and Bylaws for the Graduate Faculty

1. Calling of Meetings

    a. The graduate dean shall call meetings of the graduate faculty.

    b. The graduate faculty will meet on call, but normally at least once each year.

    c. Meetings may be called at the request of the Graduate Council, the graduate dean, the provost, the president, or upon petition by 10 percent of the membership of the graduate faculty.

2. Agenda & Minutes for Meetings

    a. The agenda for any graduate faculty meeting shall be set by the graduate dean
    b. The agenda and minutes for any graduate faculty meeting will be circulated to all members of the graduate faculty.

Section Four – Amendment

Any change of the policy-making or administrative structure herein described is subject to approval by the graduate faculty and requisite administrative approval.

1. Such a proposed amendment may be initiated by the Graduate Council, the graduate dean, the provost, the president, or by petition of 10 percent of the graduate faculty.

2. Proper notice of the contemplated change must be given and adequate opportunity for expression of opinion must be provided in an open meeting. The proposed amendment must be approved by two-thirds of those graduate faculty members who respond in a mail ballot or by a number equal to one-half of the total membership of the graduate faculty, which number are present and voting at a graduate faculty meeting.

Approved by the Graduate Council (02-17-10).
Approved by the Graduate Faculty (44-10) by mail ballot (04-02-10).
Approved by Provost/Chief Academic Officer (04-28-10)
Amendment approved by Graduate Council (03-11-15).

PROGRAM DISCONTINUANCE OF UNDERGRADUATE PROGRAMS

Fort Hays State University has both an educational mission and a limited pool of resources with which to accomplish that mission. In order to protect and improve the quality of its work in accomplishing that mission within the limits fixed by these resources, the University may find it necessary to discontinue one or more of its programs. Such a decision to discontinue a program must be made in such a way as to ensure that the University's mission is properly served. A request that the University consider discontinuing one or more of its programs may originate from those charged with strategic planning or academic governance, or from the Board of Regents.

Should it become necessary for Fort Hays State University to discontinue programs, all deliberations and decisions shall be guided by the following policies and procedures.

Policies

1. An academic program is any sequence of studies leading to a certificate or degree which has been approved by the Board of Regents. These programs are listed in the Board of Regents Program Inventory.

2. The decision to review one or more academic programs may be initiated either within the University or by the Board of Regents.

3. Program discontinuance may involve the elimination of a degree or certificate, or an academic unit (department or college), a program within an academic unit, or of an officially designated service entity (center).

4. The decision to recommend discontinuance of a program shall be made by the President after a process of deliberation with the Provost which complies fully with the procedure stated in the section below "Procedures for Program Discontinuance."

5. Program discontinuance may or may not bear implications regarding the reduction or reallocation of faculty positions. The principle which shall be followed in making decisions of these kinds is that faculty members will not be dismissed unless they are demonstrably unqualified for appointment with the University's continuing programs. In particular:

    a. If a faculty member whose work was associated with a program which has been discontinued is qualified to teach sections of courses (or perhaps, to render other appropriate professional services) for which there continues to be a demand in the academic unit which formerly offered that program (for example, in other programs offered within that unit, or in general education or cognate courses offered by that unit), then that faculty member will not be terminated and that faculty position will not be reallocated to another unit within the University.

    b. If a faculty member whose work was associated with a program which has been discontinued is not qualified to perform other duties which are still needed in the academic unit which once contained that program, but is qualified to fulfill unmet needs in some other academic unit, then the University will explore the possibility of reassigning that faculty member to this other academic unit.

6. When a program is to be discontinued, students who are in the program shall be allowed to complete their coursework in that program.

Procedures for Program Discontinuance

The President, or Provost upon delegation from the President, shall initiate the procedures described below.

1. The Provost, after consultation with the Faculty Senate President, shall appoint a duly representative faculty committee to conduct a review either of all of Fort Hays State University's programs or of some specified subset of them. The committee will manage its work in the following ways.

   a. The criteria to be used by the committee in making this decision are those which have been used in the most recent program review. Since no fixed, single weighting of these criteria can justly represent the nature and importance of all of the University's various programs, the committee should not weight these criteria in advance. The committee should begin its review by studying, in light of these criteria, the case made by each potentially affected unit in its most recent Program Review Report.

   b. The committee will produce a preliminary report identifying those programs which seem to be the most appropriate candidates for discontinuance. This preliminary report, together with a detailed written statement of the reasoning supporting it, shall be delivered to the appropriate representatives of each affected program.

   c. Representatives of each potentially affected program will have an opportunity to respond to the preliminary report by meeting within two weeks with the committee, and by supplying any additional information which either these representatives or the committee may consider helpful.

   d. Within two additional weeks the committee shall forward a written statement of its final recommendations to the Provost. A copy of this statement shall be given to the appropriate representative of each of the potentially affected programs. The committee shall include in the file it forwards to the Provost a copy of all the information relevant to every stage of its deliberations.

2. The Provost's task is to consider the committee's report, together with any other legitimate considerations, in order to make a recommendation to the President regarding which, if any, programs to discontinue. This task shall be managed in the following ways.

   a. The Provost will produce within three weeks a preliminary report identifying those programs which seem to be the most appropriate candidates for discontinuance. This preliminary report, together with a detailed written statement of the reasoning supporting it, shall be delivered to the appropriate representatives of each affected program.

   b. Within two weeks representatives of each potentially affected program shall have an opportunity to respond to the preliminary report by meeting in person with the Provost, and by supplying any additional information which either these representatives or the Provost may consider helpful.

   c. Within two additional weeks, the Provost's final recommendations will be forwarded in written form to the President. A copy of this statement shall be given to the appropriate representatives of each of the potentially affected programs. The Provost shall include in the file forwarded to the President a copy of the committee's recommendations and of all the information relevant to every stage of its deliberations.

3. The President shall consider the report of the Provost, together with any other legitimate considerations, in order to make a decision regarding which, if any, programs to discontinue. This task shall be managed in the following ways.

a. The President shall produce within three weeks a preliminary report identifying those programs which seem to be the most appropriate candidates for discontinuance. This preliminary report, together with a detailed written statement of the reasoning supporting it, shall be delivered to the appropriate representatives of each affected program.

b. Within two weeks, representatives of each potentially affected program shall have an opportunity to respond to the preliminary report by meeting in person with the President, and by supplying any additional information which either these representatives or the President may consider helpful.

c. The President's final recommendations shall be forwarded to the Board of Regents. A copy of this statement shall be given to the appropriate representatives of each of the potentially affected programs.

Faculty Senate approval of recommendations (05-02-95).
Updated to correlate with 2008 AAUP MOA (01-03-08).

STUDY ABROAD POLICY, FACULTY-LED

I. Scope

This policy applies to any faculty member who desires to offer a course (credit or non-credit) of any duration to students that involves international travel. This policy does not apply to university cross-border international teaching programs (i.e. teaching facilitated by distance education technology or communication between on-site instructional assistants and a content expert located in the United States).

II. Policy Statement

Faculty-led study abroad courses are encouraged as a means to internationalize university curricula and to offer opportunities for students to experience life and learning in a country outside of the United States. Fort Hays State University desires to ensure the safest and highest quality learning experiences for its students and community members that may participate in such experiences.

A faculty member who desires to offer a course to students at a location outside of the United States that requires international travel to reach the destination(s) must propose the course for approval by the university.

Faculty members considering proposing faculty-led study abroad courses must first satisfactorily complete an online quality assurance training module administered by the Assistant Provost for Internationalization. Upon completion of this training, proposals for faculty-led study abroad experiences must be reviewed and approved by the department chair, academic dean, Assistant Provost for Internationalization, Internationalization Team, and general counsel for the university at least one (1) month prior to being organized and advertised to prospective students.

Proposals must be reviewed and approved for academic merit with special attention paid to course syllabi, proposed amount of academic credit, and proposed learning outcomes. Proposals will be reviewed not only by university administrators, but faculty members experienced with faculty-led study abroad experiences serving on the university's Internationalization Team.

In addition to this academic proposal, instructors will be required to complete the university's existing procedure for communicating risk management and financial aid information.

Potential penalties for failing to comply with this policy may include, but not be limited to:

1. Administrative removal of the course from the schedule of classes
2. Faculty member financial responsibility for refunding costs associated with the proposed program to appropriate parties
3. Restriction for offering future faculty-led study abroad courses for the university

III. Responsibilities

Policy Administrators: Assistant Provost for Internationalization (academic) & University general counsel (risk management)

Responsible Parties: The Assistant Provost for Internationalization shall design the quality assurance course for faculty-led study abroad experiences, shall provide assistance and guidance to faculty members, and shall design and implement a procedure for approvals. A timeline for review and approval will be established.

IV. Compliance

The Assistant Provost for Internationalization shall monitor compliance for this policy.

V. Effective Date and Approval

This policy is effective immediately.

Approved by Provost's Council (05-04-10).
Approved by President's Cabinet (10-06-10).

TRANSFER CREDIT POLICIES AND PROCEDURES

2 + 2 Agreement

A 2 + 2 agreement is defined as an individual agreement between FHSU and another academic institution (both four and two year institutions – domestic or international) which allows students to complete a two or four year program at either partner by identifying and specifying particular courses for transfer credit. *A 2 + 2 program goes beyond a simple transfer and articulation agreement* (which allows any articulated course to be transferred) by specifying *particular courses* to be transferred which are required for completion on a *particular program*.

Transfer and Articulation Policy

a. Transfer is recognized as a crucial element within a seamless educational system. The purpose of this policy is to promote seamlessness. A seamless educational system offers the best resources to provide a high quality education for every citizen, and empowers and encourages each citizen to reach maximum potential by engaging in life-long learning. This includes:

(1) Aligning high school and college expectations and standards to improve access and success;
(2) Providing access to higher education;
(3) Providing high quality advising and information at every point of the journey to ensure that students understand the preparation required to succeed at the next level;
(4) Building connections and strengthening communications within and between the parts of the system; and
(5) Providing a smooth transition from one level of learning to the next level, including graduate and professional education.

b. To facilitate transfer and articulation across the System, the Board shall provide for a Transfer and Articulation Council with oversight responsibility for implementing the Board's transfer and articulation policy. The Council's mission is to create structures and processes that facilitate student transfer and degree completion within Kansas higher education.

(1) The Transfer and Articulation Council shall:
  (a) Charge the Kansas Core Outcomes Groups with developing specific course articulations;
  (b) Adjudicate disagreement from the Kansas Core Outcomes Groups, and provide final approval on system-wide transfer of specific courses;
  (c) Assure quality and adherence to the agreed-upon learning outcomes of courses articulated across the institutions; and
  (d) Review proposed revisions to Board policies and bring forward issues and trends that affect transfer and articulation.

(2) In addition, the Transfer and Articulation Council shall:
  (a) Identify courses acceptable for meeting general education core requirements;
  (b) Create an effective, faculty-led structure for discipline level course articulations based on learning outcomes;
  (c) Ensure that appeals processes exist: (1) for individual students at the institutional level; and (2) at the system level to ensure equitable resolution of transfer concerns between institutions;
  (d) Address barriers to inter-institutional cooperation as the arise;
  (e) Use learning outcomes to determine course equivalency; and
  (f) Implement a clear and ongoing transfer structure.

(3) The Transfer and Articulation Council shall have a general education/core outcomes subcommittee and a quality control subcommittee.

(4) Kansas Core Outcomes Groups – These groups are comprised of faculty within specific disciplines, who shall carry out the work of course transfer articulation in accordance with the Kansas Transfer and Articulation Procedures. Each Kansas core outcomes group shall:
  (a) Receive its charge from the Transfer and Articulation Council;
  (b) Review specific courses within the discipline to articulate learning outcomes associated with courses and agree upon system-wide transfer of course credit as direct equivalents for transfer; and
  (c) Report to the Transfer and Articulation Council.

One Transfer and Articulation Council member shall be appointed by the Council to serve as a non-voting ex officio member liaison to each discipline-specific core outcomes group. The Council liaison's role is to ensure that the mission of the Transfer and Articulation Council is communicated to, and carried out by, each core outcomes group and to ensure excellent communication between the Council and each core outcomes group.

c. Board staff shall support the Board's transfer initiative by:
   (1) Maintaining an advising portal for dissemination of transfer information;
   (2) Maintaining a Common Course Matrix for all courses that transfer across the system, and a Course Equivalency Guide for courses that transfer partially (across some, but not necessarily all, institutions); and
   (3) Collecting and reporting common data on transfer student success and completion as one measure of system effectiveness.

d. In accordance with K.S.A. 72-4453, the board of trustees of each Kansas community college and the governing board of each Kansas technical school and technical college shall establish transfer and articulation agreements providing for the transferability of substantially equivalent courses of study and programs in order to facilitate the articulation of students to and among those institutions. (1-18-06; 1-17-07)
   (1) The Board of Regents shall be notified of the agreement at the time the agreement is executed.
   (2) Each agreement shall be effective only after submission to and approval by the Board of Regents. (K.S.A. 72-4453) Preliminary approval shall be given by the Board President and CEO, or designee, upon verification that the agreement is consistent with this policy. Final approval shall require ratification by the Board. (1-18-06)
   (3) The Board President and CEO shall report to the Board on transfer and articulation agreements annually. Such report shall include a description of the agreements preliminarily approved during the last year and a request for ratification by the Board. (1-18-06)

e. In accordance with K.S.A. 72-4454, Kansas technical schools, technical colleges, community colleges and public universities shall establish articulation agreements providing for the transferability of substantially equivalent courses of study and programs that are offered at those institutions in order to facilitate articulation of students in technical programs to and among the Kansas technical schools, technical colleges, community colleges and public universities. (1-17-07)

f. To promote seamlessness, each public postsecondary educational institution shall develop and publicize its transfer policy.
   (1) Each public university shall appoint a point person for transfer and articulation issues and shall clearly identify that individual's contact information on the university web site.
   (2) An institutional transfer policy shall not conflict with the Board's transfer policy. (1-17-07)
   (3) An institutional transfer policy shall include an appeal process. (1-17-07)
   (4) An institutional transfer policy shall treat transfer students the same way academically as non-transfer students. (1-17-07)
   (5) An institutional transfer policy shall ensure transfer of substantially equivalent courses from any Kansas public postsecondary institution. (1-17-07)
   (6) An institutional transfer policy shall ensure transfer of general education courses from any HLC accredited Kansas public postsecondary institution subject to conditions in sections j and k below. (1-17-07)
   (7) Courses not substantially equivalent to a course offered by the receiving institution may be transferred at the discretion of the receiving institution.

g. Each Kansas public postsecondary educational institution shall establish its residency requirements, graduation requirements, and any admission requirements to professional or specific programs.
   (1) Admission to an institution shall not equate with admission to a professional school or a specific program.
   (2) Except as provided in section j, students must complete all graduation requirements of the receiving institution.
   (3) Students with a completed associates degree who transfer into a professional school or specialty program may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.

h. Institutions are strongly encouraged to develop program-to-program articulation agreements. Such agreements may provide additional transfer opportunities over and above the opportunities named in this policy, but may not conflict with this policy.

i. General requirements for transfer of credits between and among Kansas public postsecondary educational institutions include the following:
   (1) Transfer coursework must be transcripted in credit hours.
   (2) Students transferring to Kansas public universities with a completed AA or AS degree shall be given junior standing.

j. Transfer of general education to and among Kansas public universities, including state universities and Washburn University, shall follow the requirements below. (1-17-07)

   Although the following distribution of courses does not necessarily correspond to the general education requirements for the bachelor degree at any Kansas public university, it shall be accepted as having satisfied the general education requirements for the bachelor degree of all Kansas public universities.

   A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 shall be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

   12 hours of Basic Skills courses, including:
   - 6 hours of English Composition
   - 3 hours of Public Speaking or Speech Communication
   - 3 hours of college level Mathematics; college Algebra and/or Statistics will be required of transfer students where the curriculum of the receiving institution requires it

   12 hours of Humanities courses from at least three of the following disciplines:
   - Art*
   - Theater*
   - Philosophy
   - Music*
   - History**
   - Literature
   - Modern Languages (1-17-07)

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:

- Sociology
- Psychology
- Political Science
- Economics
- Geography
- Anthropology
- History**

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).

*Performance courses are excluded.
**The receiving institution will determine whether history courses are accepted as humanities or as social sciences.

k. The Board of Regents approves specific courses to be accepted in transfer for general education credit at any public postsecondary educational institution in Kansas. These courses may be found on the Board's website.

l. Each course approved and accepted in transfer for general education credit by the Board is identified by a shared course number that supports a student-first philosophy, and is designed to enhance educational planning and effortless course transfer. A Kansas Regents Shared Number (KRSN) uses a 3-letter prefix and a 4-digit course number to differentiate the KRSN number from individual institution course prefixes and numbers. Each institution retains its own unique course prefix and course number.

m. Although a transfer general education curriculum has not been established for associate degrees, the transfer curriculum is assumed to be a subset of the curriculum in section j. above.

n. Public universities may develop program-to-program articulation agreements for the AAS degree.

o. Completed technical programs (non-degree) and completed AAS degrees shall transfer according to option (1) or (2) below:
   (1) As a block to articulated programs at community colleges, technical colleges, and to those universities that have program to program articulation agreements.
   (2) On a course-by-course basis
      (a) General education courses may be transferred according to sections f.(6), j. and m. above.
      (b) Substantially equivalent courses may be transferred on a course-by-course basis according to section f.(5) above.
      (c) Other courses may be transferred as electives according to section f.(7) above.

p. Students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer.

Kansas Board of Regents: Policies and Procedures Manual (03-18-04; 06-21-12).

CHAPTER 3 -- FACULTY: EMPLOYMENT, TENURE, PROMOTION, AND MERIT

ANNUAL MERIT RECOMMENDATIONS: PROCEDURES

Recommendations for annual merit determination originate at the departmental level and are recommended through the dean to the provost. In matters involving the faculty raises, promotion, sabbatical leaves, tenure, and other matters of faculty welfare, any changes in the original recommendation made at the departmental level shall be accompanied by consultation between all parties approving and disapproving the original recommendation. Annual merit procedures are a matter of ongoing negotiations with FHSU-AAUP. For current requirements, see the Memorandum of Agreement at www.fhsu.edu/fhsu-aaup.

APPOINTMENTS

The majority of campus faculty appointments are made for the academic year consisting of approximately nine months running from the beginning of academic activities in the fall through commencement in the spring. Some appointments are made for a twelve-month period coinciding with the fiscal year which begins on July 1.

Under Kansas law, all appointments expire at the end of the fiscal year. However, unless a faculty member has received an appointment which is explicitly understood not to be renewed, his/her appointment will be automatically renewed in accordance with the tenure policies of the Board of Regents (See "Academic Freedom" and "Tenure Policy"). Each faculty member receives a written statement which indicates his/her academic rank, salary, and length of appointment for the ensuing academic year; at present this notice is sent to him/her shortly after the budget has been approved by the Regents (usually early in May).

Appointments to Serve at the Pleasure of the CEO

Provosts, vice presidents, or vice chancellors, and deans shall serve at the pleasure of the chief executive officer. Other University administrative staff positions may be designated as positions that serve at the pleasure of the chief executive officer, provided, however, that such designation is stated in the administrator’s written annual notice of appointment. Appointments of provosts, vice presidents, and vice chancellors shall be reported to the Board prior to announcement.

Kansas Board of Regents: Policies and Procedures Manual (03-20-97).

Full-time Faculty

A full-time faculty member is defined as an individual who is tenured or on tenure track and whose work load is normally sixty percent teaching, twenty percent research/scholarly activities, and twenty percent service. The normal full-time teaching load given this formula is four, three-unit classes. The faculty member is normally appointed on a nine-month contract.

Full-time Temporary Faculty

A full-time temporary faculty member is employed for one academic year only. There is no expectation for reappointment beyond that contract.

Duties of the full-time temporary faculty member are to be identified in the contract. Duties may include instruction, research/creative activities and service responsibilities similar to other full-time faculty.

The full-time temporary faculty member may choose to apply for an available tenure-track position at FHSU. The application will be treated in a fashion similar to all other applicants. At the time of employment within the tenure track, the full-time temporary faculty member may apply for up to two (2) years of credit on the tenure track. This credit might include full-time employment at FHSU and other institutions of higher education. The decision to accept any or all of these years is retained by this university.

Approved by President Edward H. Hammond (04-10-91).
Revision approved by President (04-2010).
Revised per General Counsel to correspond with Kansas Board of Regents Policy (07-15-16).

Part-time Temporary Faculty

A part-time faculty member is one who is employed for less than one (1) FTE. Teaching loads may vary given the percent of time employed.

Special Adjunct Professors

Procedures

1. Special adjunct professors shall be appointed on a one-year basis.

2. They are honorary appointments of individuals who are currently providing academic services to academic departments and their students; appointments are normally not associated with payment. (Continuing education faculty are not associated with the adjunct professors.)

3. May be initiated by a department and pertain to that department, i.e., Special Adjunct Professor of Chemistry, etc.

4. Recommendations for these appointments will be initiated by the department, approved by the college dean, and are due in the Office of the Provost by September 1 of the academic year.

5. Individuals will be appointed by a letter from the provost.

Approved by Council of Deans (10-02-02).

Teaching Schedules

All faculty shall be provided with the opportunity to review their assigned teaching schedule before it is submitted to the administration for publication. Subsequent changes should be made only in consultation with the affected faculty member(s).

EMERITUS FACULTY

Emeritus/Emerita status is an honorary title awarded to a retiring faculty member or administrator for extended meritorious service. Each state university shall establish its own criteria for awarding such status. Emeritus status requires approval by the chief executive officer of the employing institution. There is no salary or emolument attached to the status other than such privileges as the institution may wish to extend.

Kansas Board of Regents: Policies and Procedures Manual
(02-18-88; 06-28-95; 09-17-09; 12-19-12).

Each department or administrative unit may nominate its retiring members for emeritus status, subject to the approval of the president of the University. The criteria for being granted the status of emeritus at Fort Hays State University are as follows:

1. The retiring faculty member must have served Fort Hays State University for at least ten years of full-time employment, and

2. at the time of retirement must hold the rank of assistant professor or higher, or an equivalent administrative rank, and

3. a written recommendation, documenting the employee's meritorious contributions to higher education and Fort Hays State University, must be made by the department or unit where the employee worked.

Exceptions to the above criteria may be granted by the president of Fort Hays State University for exceptional contributions to higher education. Such exceptional contributions may be made on the basis of outstanding teaching, scholarship, or other similar achievements.

Approved by President Edward H. Hammond (03-10-97).

ENDOWED AND NAMED FACULTY APPOINTMENTS, INSTITUTIONAL POLICY GUIDELINES FOR THE ESTABLISHMENT OF

Purpose of Endowed/Named Faculty Appointments

Thomas Hollis introduced university chairs to the United States more than 200 years ago. Hollis was a London merchant who endowed the distinctive Hollis Professorships in Divinity and in Mathematics and Philosophy at Harvard University. His gifts continued a longstanding European tradition of establishing chairs to recognize individual faculty who have demonstrated sustained excellence in teaching, research or creative activity in their respective disciplines or who have provided exemplary service to the university, their profession or to the public through professional activity.

Definitions

The following are the categories of positions which can be named in response to a donor's wishes:

Endowed Chair

A named chair identifies the highest, continuing honor Fort Hays State University (FHSU) can bestow upon a faculty member. It is to be used to attract, retain or reward individuals who are recognized nationally or internationally as intellectual leaders in their academic disciplines for extraordinary accomplishments in teaching, scholarly publication, research, creative endeavors in the performing arts or in similar activities, and who have acquired distinction at FHSU or another university prior to appointment.

Distinguished Professorship

A named distinguished professorship is a distinction bestowed upon active faculty, either from FHSU or another university, who have consistently demonstrated outstanding performance in one of the three areas of teaching, research or professional service. Examples of exemplary performance might include a role in curricular change or new programming, innovation in instructional technology, academic leadership or special scholarly activity. Appointment to a distinguished professorship signifies a special honor conferred only upon faculty of unusual merit.

Artists/Executives-in-Residence

A named artist/executive-in-residence designation is appended to a regular faculty   line within FHSU. The purpose of the endowed position is to help students benefit from increased contact with external experts in business and the performing and visual arts. Normally, an artist-or executive-in-residence will receive a visiting appointment for a delimited period of time. Most will be working professionals with a desire to share their special skills, expertise and experiences with faculty and students who desire knowledge of how their disciplines are practiced in the outside world.

Graduate Assistantships/Fellowships

Named graduate assistantships and fellowships provide postbaccaleaureate learning experiences and the opportunity to work with faculty in a disciplinary or laboratory setting. Students nominated for a named assistantship or fellowship (as defined by specific departments) will have an outstanding record as an undergraduate and demonstrate unusual potential to succeed in the educational opportunity provided.

Period/Status of Appointment

The filling and rotation of these positions is the sole prerogative of FHSU. No endowed gift may pose restrictions that infringe on academic freedom, expose the University to adverse publicity, involve discriminatory practices or obligate FHSU to unexpected responsibilities or costs. Normally, endowed chairs are not rotated except in special circumstances. Distinguished professorships are three-year appointments with an expectation for renewal. Professorships may be reassigned within a department, college or FHSU. A donor may designate a position for a particular department or field of study consistent with the FHSU mission, needs and interests. Artists and executives-in-residence are one-year appointments with the opportunity for continuation on an annual basis.

Funding

It is the policy of the University to establish all gift agreements in cooperation with the FHSU Foundation. Because campus needs change over time, gift agreements are stated in flexible language that includes regular reporting and well-managed investment portfolios for each donor. Income from the endowment or gift will be used in combination with other funds to partially support the teaching and research activities of the incumbent. Up to 75 percent of the investment income may be utilized as an increment to state salary monies. The remaining percentage of the investment income is reserved for the recipient's discretion to be used for travel, equipment, honorariums for guest speakers, conference fees, laboratory supplies and so on. Graduate assistants or fellows will receive a $2,500 stipend to support research and related academic activities.

Standard gift requirements have been established at the following levels: endowed chair = $1,000,000; distinguished professorship = $500,000; artist/executive-in-residence = $200,000; and graduate assistantship/fellowships = $100,000.

The Kansas Partnership for Faculty of Distinction Program has been established to encourage gifts by private donors to help recruit and retain outstanding faculty. The State of Kansas will make income-equivalent (or matching) grants to FHSU. Qualifying gifts must be at least $200,000 before the state will provide income equivalent to the gift's investment earnings. More information about the Faculty of Distinction Program is available from the Office of the President or the FHSU Foundation.

Selection Procedure

1. Appointments to named positions are made by the president upon the recommendation of the chief academic officer, the dean and an advisory committee. The committee shall consist of the provost, who shall also be chair of the committee, and who votes only in case of a tie; the five academic college deans; three faculty members selected from nominations made by the Faculty Senate; one department chair; and one named professor (as available). Two of the three faculty and the department chair will be rotated every three years. Representation from women and minorities will receive special consideration.

   The primary duties of the committee will be to solicit nominations and make recommendations to the provost where there is competition for a specific named chair, professorship or artist/executive-in-residence.

2. Nominations will be initiated at the department/program level by an individual or group in the appropriate discipline or scholarly area. The nomination and supporting materials will be forwarded through the department chair and/or dean for comments and recommendations by each party. Each department or college may, at its option, use an advisory committee. Self-nominations may be submitted through a department/college or directly to the Office of the Provost. Such nominations will be sent to the appropriate department/program and dean for review. Chairs and faculty may be requested to meet with the University Committee.

   The individual or group preparing the nomination is responsible for providing complete information and supporting materials, which should include the names of references from outside FHSU who have been asked to provide a statement of support. Departments will establish appropriate substantive criteria in accord with University guidelines.

Responsibilities of Named Faculty

Beyond the expectation that a faculty member selected for a named position will continue to demonstrate excellence in teaching, research and service, it is the specific responsibility of the individual to carry out the following duties:

1. conduct annually a faculty seminar or special presentation on a topic selected by the incumbent;

2. provide an annual report on professional activities, innovative projects and academic leadership to the donor(s); and

3. serve on the Council for Institutional Effectiveness.

Initiation of Program

Gift agreements established in conjunction with the Kansas Faculty of Distinction Program will begin in FY2003. Naming of a position and designation of an appointee will not be initiated until at least partial payment (50%) is completed.

Approved by Faculty Senate (10-09-00).
Approved by President's Cabinet (01-03-01).

FACULTY APPROVAL POLICY AND PROCESS

It is the policy of Fort Hays State University (FHSU) to hire the most qualified instructors available to deliver academic coursework and programming in both traditional and virtual learning environments. Normally, this hiring policy implies that required credentials (academic and professional degrees) are those identified by departments/programs in Chapter 4 of the *FHSU Faculty and Unclassified Staff Handbook*. In addition to credentials, desired qualifications include teaching and research experience, disciplinary contributions, knowledge of the academy, teaching, research and service interests congruent with the mission of FHSU and an understanding of academic citizenship. In those cases where the academic marketplace, emergency circumstances or short term programming needs condition the availability of applicants and candidates with terminal degrees, departments/programs will make every effort to hire instructors with at least 18 graduate hours in a discipline (North Central regional accreditation requirements), preferably a Master's degree and/or five years of professional experience. The hiring of all faculty must be consistent with the 1990 Americans with Disabilities Act (ADA guidelines) and institutional policy and procedures for personnel searches. Departments/programs are encouraged to solicit vita and resumes from qualified persons to use in case of emergencies, seasonal programming and expanding enrollment. Normally, all faculty who do not possess the terminal degree in their field will be assigned the title of instructor (full- or part-time status). In special cases or where technical expertise is the primary requirement (e.g., desktop publishing, telecommunications, etc.), the chief academic officer in consultation with the dean of the academic college and the department chair can make exceptions to this policy.

Approved by Cabinet (01-03-01).

HIRING OF UNDER-REPRESENTED FACULTY POLICY

The need to be competitive when hiring women and faculty from under-represented groups requires that we be able to meet market salary demands. Our ability to negotiate salary with these individuals is difficult given our identification of salary line limits, which in many cases is not sufficient to attract well-qualified faculty from under-represented groups.

Therefore, Fort Hays State University will institute the following procedure:

1. When negotiating salary with a candidate from an identified under-represented group, the college dean will inform the provost of the salary requirement and the ability of the dean to meet salary requirements.

2. If the salary line does not contain enough dollars to meet the salary desired by the candidate, the dean can be authorized by the provost to meet the salary requirement.

3. Funds to meet these additional salary requirements will be allocated prior to distribution of any merit salary dollars.

Approved by Cabinet (05-04-94).

LANGUAGE COMPETENCY

a) Faculty

All prospective faculty members of state universities, except visiting professors for one year or less, must have their spoken English competency assessed prior to employment through interviews with no fewer than three institutional personnel, one of whom shall be a student. 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. An oral interview shall be conducted either face-to-face or by mediated means. To be eligible for an appointment without spoken English language remediation conditions, prospective faculty found to be potentially deficient in speaking ability should be required to achieve a minimum score of 50 the Speaking Proficiency English Assessment Kit (SPEAK), or equivalent, or a minimum score, set by Board staff in consultation with the Council of Chief Academic Officers and with approval of the Board Academic Affairs Standing Committee, on the Speaking section of the Test of English as a Foreign Language internet Based Test (TOEFL iBT). A report detailing the process for interviewing prospective faculty, including the composition of the interview team and scores from the SPEAK or Speaking section of the iBT for each candidate, shall be submitted to the President/CEO of the Board every other year.

b) Graduate Teaching Assistants

All prospective graduate teaching assistants of the state universities 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, whose first language is not English, must be interviewed and have their competency in spoken English assessed by no fewer than three institutional personnel, one of whom shall be a student. An oral interview shall be conducted either face-to-face or by mediated means.

2. To be eligible for an appointment without spoken English language remediation conditions, all prospective graduate teaching assistants, whose first language is not English, shall be required to achieve a minimum score of 50 on the Speaking Proficiency English Assessment Kit (SPEAK), or equivalent, or a minimum score of 22, set by Board staff in

consultation with the Council of Chief Academic Officers and with the approval of the Board Academic Standing Committee, on the Speaking section of the Test of English as a Foreign Language internet Based Test (TOEFL iBT).

3. All prospective graduate teaching assistant 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, who first language is not English, including the composition of the interview team and scores from the SPEAK for each candidate, shall be submitted to the President/CEO of the Board every other year.

c) General

State universities shall develop implementing policies and procedures for the administration of this policy and shall report to the Board as to the effectiveness of such policy; and may adopt standards that exceed or are additional to those contained herein.

Kansas Board of Regents: Policies and Procedures Manual
(01-05; 02-06; 11-08, 9-13).

PAY PERIOD FOR NINE-MONTH FACULTY

Faculty on nine-month academic contracts may elect to be paid on an annualized basis. An "Annualized Salary Agreement" form will be made available to all nine-month employees requesting them. New agreements begin at the start of each academic year.

POLICY, CRITERIA, AND PROCEDURES FOR DETERMINING ANNUAL MERIT, PROMOTION, AND TENURE RECOMMENDATIONS (Members of the collective bargaining unit represented by Fort Hays State University chapter of the American Association of University Professors should consult the current Memorandum of Agreement for terms and conditions applicable to them.)

PART I: STATEMENT OF POLICY
PART II: DUTIES AND CRITERIA
PART III: ANNUAL MERIT
PART IV: PROMOTION
PART V: TENURE
PART VI: SCHEDULES

Part I: Statement of Policy

The policy of the Fort Hays State University regarding the evaluation of faculty members is to enhance professional development and to arrive at decisions for annual merit, promotion, and tenure. Recommendations shall consist of the following general principles:

A. All faculty members shall be evaluated according to their contributions to the mission of the University and to their respective colleges and departments. The Kansas Board of Regents has directed Fort Hays State University to emphasize instructional activity and also to carry out scholarly activity and service.

B. All faculty members shall be evaluated openly on the basis of factors over which they have sufficient control. A clear, precise, and careful enumeration of their duties in the areas of instructional activity, scholarly activity, and service must be made known to them. Also, the relative weighing of each duty should be negotiated and developed in consultation with the individual faculty member and the chair prior to the beginning of the academic year.

C. All faculty members shall be evaluated fairly and equitably and without discrimination, pursuant to the Equal Employment Opportunity Policy of Fort Hays State University.

D. Tenure/promotion documentation should include a cumulative record of progress toward either tenure and/or promotion.

E. Departmental/unit criteria for tenure and promotion must be developed by departmental/unit faculty and be approved by departmental/unit faculty, departmental/unit chair, respective dean, and provost. Each list of criteria must include the date the faculty approved the departmental/unit criteria.

F. Each faculty member must include the appropriate list of departmental criteria in the packet being submitted for tenure and/or promotion.

Faculty Senate approved administrative revisions (05-02-95).

Part II: Duties and Criteria

A. The University planning procedure will annually provide University goals and objectives plus action plans for the budget units and departments. This process will provide direction for assignment of faculty responsibilities relating to the mission of Fort Hays State University and to its respective colleges and departments.

B. Description of the three types of duties and criteria:

1. Instructional activity: Instructional duties and activities shall include, but not be limited to, formal classroom activities and tutorial sessions, class preparation, laboratory supervision, supervision of students in internships or other practica, development of new courses for inclusion in the curriculum, or new instructional materials including software (development or adaptation) and other applications of educational technology, professional development advisable in preparation for possible new courses, and academic advising.

2. Scholarly activity: Scholarly activities at Fort Hays State University are defined as original, innovative intellectual contributions in the form of research, practice, creative activity, or performance. FHSU recognizes and values the diversity of types of scholarship, including discovery, pedagogy, integration, engagement, and application (Boyer, 1997). Scholarly activities must be intended and reasonably expected to lead to the production of scholarly works. Scholarly works must be communicated with and validated by peers beyond the FHSU campus community. The means of

communication as well as the comparative value of types of scholarly activity and work are to be determined by each department. These determinations will reflect what is commonly accepted in the discipline. (Boyer, E.L., Scholarship Reconsidered: Priorities of the Professoriate, Carnegie Foundation for the Advancement of Teaching, 1997, 147pp.) (03-03-08)

3. Service: There are three general categories of service: service to your profession, service to Fort Hays State University, and service to the community. Service to the profession includes but is not limited to state, regional, or national offices held in professional organizations, organizing a professional workshop or meeting, and other related activities. Service to Fort Hays State University includes but is not limited to committee assignments (chair or member), offices held (elective or appointed), involvement in campus activities (Parent's Day, high school workshops, etc.), part-time administrative assignments, sponsoring or advising a student organization, contributions to recruitment, or retention of students. This service includes activities in support of the department, the college, and the University. Community service is expected of every good citizen of the community. Community service as a part of the evaluation process should be related to one's professional expertise.

C. Relative weighing of the three types of duties:

1. The chair of each department shall establish in consultation with each faculty member the relative weighing of instructional activity, scholarly activity, and service of each faculty member within the department, and the chair, with the approval of the dean, shall establish the criteria to be used in evaluating each faculty member's contribution.

2. Instructional activity: The evaluation of the faculty member's instructional activities shall constitute 60 percent of the total evaluation, based on teaching 12 credit hours each semester, unless otherwise negotiated with the department chair and approved by the dean. Evaluation of instructional activity must include student ratings. Off-campus instructional activity should be treated as part of the regular load or as part of an instructional overload, but in either case it should carry some merit for service.

3. Scholarly activity: The evaluation of the faculty member's scholarly activities shall constitute 20 percent of the total evaluation unless otherwise negotiated with the department chairperson and approved by the dean.

4. Service: The evaluation of the faculty member's service activities shall constitute 20 percent of the total evaluation unless otherwise negotiated with the department chair and approved by the dean.

Part III: Annual Merit

Annual merit salary recommendations will be based on the principles and criteria discussed in Part I and Part II above. The period of evaluation is the calendar year and the sequence of events will follow this order:

A. Prior to the calendar year (or portion thereof) for which the faculty member will be evaluated, the faculty member will be informed of the criteria and procedures to be used in the merit evaluation.

B. The chair will use the procedure outlined in this article to produce an overall evaluation of the faculty member.

C. The faculty member shall be allowed to review the chair's final written merit evaluation and be allowed to discuss it with the department chair before it is submitted to the dean. If there is disagreement between the chair and faculty unit member, the parties shall attempt to reach consensus. If no consensus is reached, the chair will submit his / her written merit evaluation and the faculty member may submit a written position summary to the dean, who shall make a decision on the disagreement. The dean's decision will be sent to the chair and the faculty member. The merit evaluation, containing the dean's decision on the area of disagreement, shall be forwarded to the provost for review in "E", below.

D. If there is no dispute, the chair's merit evaluation of the faculty member will be sent to the dean and a copy sent to the faculty member. The dean will review and evaluate all evaluation materials and merit evaluations to insure that the merit evaluations are consistent with the criteria and procedures approved for the department and/or college.

In addition, a dean who does not agree with any merit evaluation made by a department chair will attempt to reach consensus through consultation with the department chair and faculty member. If this fails, the dean's written decision will be attached to the chair's merit evaluation. If any attachment has been added to the faculty member's merit evaluation, the dean must notify, in writing, the faculty member and chair of the change and the rationale for making the change. The materials will be forwarded to the provost.

E. The provost will review and evaluate all evaluation materials and merit evaluations to insure that merit evaluations are consistent with the criteria and procedures approved by the department and / or college. In addition, if the provost does not agree with previous merit evaluations or the merit evaluation is contested, an attempt will be made to reach consensus through consultation with the dean and the department chair and faculty member. If the provost alters the dean's recommendation, the provost's final merit recommendation will be sent to the appropriate dean, chair and the faculty member.

F. The provost will issue a recommendation to the president to issue a contract for the faculty member that includes the individual's salary for the next fiscal year, if such monetary or fiscal issues have been previously resolved through the meet and confer process. The president's decision is the final step in the merit review process.

G. Merit decisions are not subject to the grievance process outlined elsewhere in this Agreement.

Part IV: Promotion

A. Promotion is not an entitlement awarded just for longevity. The applicant must earn the promotion by fulfilling the requirements and demonstrating in the promotion file that they have been fulfilled. New faculty members should become familiar with the qualifications, the procedures, the schedule for application, and the structure of the promotion file that each applicant must prepare. Department chairs should do what is reasonable to insure that new faculty are familiar with the guidelines of this policy and assist their faculty in the preparation of the promotion files well in advance of the deadline for submission.

B. The following descriptions of professional rank specify the minimum level of achievement and performance necessary for promotion in rank.

1. Instructor: An instructor is an individual who ordinarily does not possess a terminal degree or the equivalent in the field.

2. Assistant Professor: An assistant professor is an individual who normally possesses a terminal degree or the equivalent in the field (e.g., M.F.A.). The rank of assistant professor can be a beginning-level appointment for one who holds the terminal degree or its equivalent in the field, or it can be a rank achieved after service in the rank of instructor.

   Qualification:

   a. Education and experience: Promotion from instructor to assistant professor should normally follow achievement of the terminal degree or its equivalent in the field.

   b. Additional college and department qualifications may be required.

3. Associate Professor: An associate professor is an individual who in all but exceptional circumstances possesses a terminal degree or its equivalent in the field and appropriate professional experience.

   Qualification:

   a. Education and experience: Promotion from the rank of assistant professor to associate professor requires demonstrated noteworthy contribution and definite potential for further major contribution to the field and the University. Normally, individuals promoted to associate professor would be in prior rank for a minimum of four years.

   b. Normally, promotion from assistant professor to associate professor is not granted prior to the granting of tenure. Promotion does not guarantee that tenure will be granted.

   c. Additional college and department qualifications may be required.

4. Professor: A professor is an individual who in all but very exceptional circumstances possesses a terminal degree or the equivalent in the field and who has demonstrated meritorious teaching, scholarship, and service in the field as defined by the individual's department and college. The rank of professor shall be awarded only to those who are proven masters of their field, are outstanding in that field, and whose general attributes of culture are recognized by their fellows with such determination to be made by administrations and faculties in traditional manner.*

   Qualification:

   a. Education and experience: Promotion from the rank of associate professor to professor requires demonstrated major contributions to the field and to the University. Normally, individuals promoted to professor would be in prior rank for a minimum of five years.

b. Additional college and department qualifications may be required.

****Kansas Board of Regents: Policies and Procedures Manual*** (11-20-69).

C. Promotion Procedures: The applicant for promotion should read and be familiar with all the steps of the promotion procedure and special attention should be given to section D below, Format of the Promotion File, and the schedules given in PART VI of this policy.

1. The faculty member submits his or her application for promotion in the form of a promotion file (Section D) to the department chair. The chair then forwards the applicant's file to the departmental promotion committee as described in step two below and according to the schedule of PART VI.

2. A promotion committee shall be established at the department level by the chair in consultation with the faculty and the college dean. The chair shall determine the size of the committee, and it will be composed of tenured faculty members of the department. In a department with few tenured members, the committee may include tenured faculty of other departments, but shall not include the chair. All committee members shall be familiar with the guidelines of this policy. After examining the applicant's file the committee will vote affirmatively or negatively regarding the promotion of the applicant. The committee should strive for unanimity in its vote, but a simple majority is all that is necessary. The committee report must include reasons for the recommendation, including the numerical vote of the committee. Though addressed to the chair, a copy of the recommendation of the committee will be sent only to the applicant at this time.

   a. Applicants for promotion should note that at each level of review a pattern is followed as described above and is essentially a pattern of: review of the file, inform the applicant of the findings, appeal if desired by applicant, place the recommendation into the file, and forward of the file to next level of review. The applicant shall have 3 days after receipt of the final recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the next level of review and will become a part of the promotion file.

   b. In the event that the chair is up for promotion, the dean of the college will establish the departmental promotion committee, and that committee will make recommendations directly to the dean.

3. The applicant may insert additional materials in the file at this point. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the department promotion committee. The committee will then place its initial and final recommendations into the file, return the file to the chair, and send a copy of the final recommendation to the applicant. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the department chair and will become a part of the promotion file in the back of the department promotion committee's recommendation section.

4. The chair shall make an independent evaluation of the faculty member's file. Though addressed to the dean, the chair's recommendation will be sent only to the applicant and department promotion committee chair at this time.

5. The applicant may insert additional materials in the file at this point, but may insert no additional material beyond this point except as noted below. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing with the chair. The chair's initial and final recommendations shall be placed in the file and the file forwarded to the dean. Copies of the final recommendation shall be sent to the applicant and the department promotion committee chair. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the college dean and will become a part of the promotion file in the back of the department chair's recommendation section.

6. A promotion committee shall be established at the college level by the dean in consultation with the department chairs. It shall be composed of tenured faculty members that are not serving on a departmental or other promotion committee. The dean shall determine the size and distributional representation of the committee, and shall not serve on the committee. All committee members shall be familiar with the guidelines of this policy. The committee shall make an independent evaluation of the faculty member's file and shall include in its recommendation to the dean the procedures and criteria followed and the numerical vote. Though addressed to the dean, the committee's recommendation will be sent to the applicant, department chair, and department promotion committee chair at this time. If a vote is not unanimous, a dissenting opinion may be written.

7. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the college promotion committee. The committee will then place its initial and final recommendations in the file, forward the file to the dean, and send copies of the final recommendation to the applicant, department chair, and department promotion committee chair. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the dean and will become a part of the promotion file in the back of the college promotion committee's recommendation section.

8. The dean shall make an independent evaluation of the faculty member’s file that includes the previous recommendations. Though addressed to the provost, the dean’s recommendation will be sent to the applicant, department chair, and chairs of the department and college promotion committees.

9. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the dean. The dean will then place the initial and final recommendations in the file, forward the file to the provost and send copies of the final recommendation to the applicant, department chair, and chairs of the department promotion and college promotion committees. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the provost and will become a part of the promotion file in the back of the dean's recommendation section.

10. A University Promotion Committee shall be established. There will be five members on the Committee who will serve two-year terms. Terms will be staggered so that approximately half of the members will change each year. One member will be chosen from each of the five colleges. To fill vacancies and to maintain a balanced representation on the University Promotion Committee, the president of the Faculty

Senate will submit the name of a tenured faculty member to the provost (normally in late Spring) for each of the vacancies on the Committee. The provost will initially convene the Committee. Committee members shall select a chair who will prepare the recommendations that will be sent to the provost. If Committee members feel that a written ballot should be used, the chair will tabulate the results. All committee members shall be familiar with the guidelines of this policy. Upon request, the provost, dean and/or department chair will attend a hearing of the University Promotion Committee to answer questions pertaining to the candidate and the promotion file. The Committee shall make an independent evaluation of the faculty member's file and shall include in its recommendation the procedures and criteria followed and the numerical vote. Though addressed to the provost, copies of the Committee's recommendation will be sent to the candidate, department chair, chairs of the department and college promotion committees, and the dean at this time.

11. Within 5 days after receipt of the recommendation and upon request, the candidate will receive a hearing by the University Promotion Committee. The Committee will then place its initial and final recommendations in the file and forward it to the provost. Copies of the final recommendation will be sent to the candidate, department chair, dean, and chairs of the department and college promotion committees. The candidate shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The candidate's response must be sent to the provost and will become a part of the promotion file in the back of the University Promotion Committee's recommendation section.

12. The provost shall make an independent evaluation of the faculty member's file that includes all previous recommendations. Though addressed to the president, the provost's recommendation will be sent only to the applicant, department chair, dean, and chairs of the University, college, and department promotion committees at this time.

13. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the provost. The provost will then place the initial and final recommendations in the file and forward the file to the president. Copies of the final recommendation will be sent to the applicant, department chair, dean, and chairs of the University, college, and department promotion committees. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the president and will become a part of the promotion file in the back of the provost's recommendation section.

14. Given the information and recommendations described above, the president of the University writes an initial recommendation to the applicant. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the president. The president then sends the final recommendation to the applicant forwarding copies to the provost, department chair, dean, and chairs of the University, college, and department promotion committees.

D. Format of Promotion File: Promotion files will normally consist of a single, three-ring binder notebook (no more than 2 inches thick). All publications of the applicant need not be submitted as a part of the file, but a representative sample is required. For the service category, meetings attended shall be listed, but actual meeting announcements shall not be included. Exceptions to the one notebook limit should be explained in the department chair's letter of recommendation. The emphasis should be on quality and not quantity, and although the aesthetic appearance of the promotion file is not paramount, the file represents the applicant and consequently cannot be ignored by those evaluating the applicant's file. The format indicated below shall be utilized in preparation of the applicant's promotion file. Items 8 and 9 are not appropriate for non-teaching faculty such as employees of Forsyth Library. In such exceptional cases the candidate in consultation with the immediate supervisor may substitute other documentation related to the specific nature of one's employment.

1. A statement by the applicant: This would normally be the last item the applicant prepares before submitting the promotion file to the department chair. This letter should clearly state the applicant's qualifications for the promotion and focus attention on the unique strengths and credentials of the applicant, and should stress the activities and accomplishments of the applicant since the last promotion. The applicant should recognize that members of the various committees may not be entirely familiar with the applicant's field. It is to the advantage of the applicant to explain the significance of his/her contributions or accomplishments. An applicant might, for example, comment on the relative importance of an exhibit in a gallery or on the professional reputation of a journal which features the applicant's work. A new statement must be prepared each year that the applicant is considered for promotion.

2. List of departmental/unit criteria for promotion, including the date faculty approved the departmental/unit criteria.

3. The departmental promotion committee recommendation.

4. The department chair's recommendation.

5. The college promotion committee's recommendation.

6. The college dean’s recommendation.

7. The University Promotion Committee’s recommendation.

8. The provost's recommendation.

9. Statements of responsibilities negotiated between the applicant and the chair for the years under consideration.

10. Vita
    a. Personal information
    b. Education
    c. Areas of expertise within a discipline
    d. Courses taught: 1) Since last promotion; 2) Other
    e. Date of appointment to the faculty at Fort Hays State University and date of last promotion
    f. Prior service at other institutions
    g. Departmental and institutional service: 1) Since last promotion; 2) Other
    h. Scholarly submissions, publications, and presentations: 1) Since last promotion; 2) Other
    i. Research grants received: 1) Since last promotion; 2) Other
    j. Honors and distinctions: 1) Since last promotion; 2) Other
    k. Community service: 1) Since last promotion; 2) Other

11. A chart summarizing course information for all of the applicant's classes since the last promotion or at least the last three years. The chart should indicate course level, the number of students enrolled and grade distribution (A - 12%, B - 27% etc.). Syllabi for at least two courses of the most recent semester should be included. The applicant should keep copies of all syllabi in one's office, or available on-line, and be prepared to make them available should any level of review ask to see them.

12. Evidence of teaching excellence: Student ratings are only one source of data regarding the applicant's teaching skills. It is the responsibility of the applicant to include other sources of validation as deemed appropriate by the applicant and the department chair. Items "a." through "c." listed below must be included in the applicant's promotion file; item "d." is an item for the applicant to consider. The chair and faculty member will determine what weight will be given to each of the items. Departmental policy shall establish weighing of each of these items.

    a. Student rating summaries for the last three years should be presented in summary form, e.g., bar graphs, student rating summaries, as well as comparisons across departmental faculty and courses for the last three years along with an explanation of the comparisons, if appropriate, are to be included in the file. Student's written comments for the last three years, if available, should be typed and included in the file. Any exceptions to this rule must be explained in the chair's letter of recommendation. The applicant may include a statement of explanation regarding the student ratings of a particular class or particular student, if so desired.

    b. Statements from the chair or colleagues who have systematically observed classroom teaching or reviewed the applicant's classroom materials, e.g., course syllabi, assignments, tests, etc. This statement may be contained in a letter of recommendation from colleagues, and hence would be located in section 15 of this file; if so, the applicant should include a statement here referring to the letter.

    c. Description of steps taken by the applicant in order to improve instructional and evaluation techniques generally, and in one's field in particular. Items that could be included are such things as participation in workshops, seminars, training sessions (local, regional, national, international) pertaining to one's field, to education generally, or to the use of technology in the classroom, etc. If these items are documented elsewhere, then merely refer to them and briefly explain them in this section.

    d. Statements by alumni on the quality of the instruction in the applicant's classes.

13. Examples of scholarly writing/creative activity/research. Only a sampling of scholarly work should be presented; work that exemplifies the applicant at his or her best. The applicant should keep copies of all other such works (listed in the Vita) in one's office, or available on-line, and be prepared to make them available should any level of review ask to see them.

14. Documentation of service to one's discipline, to the University and the community. Only service for the last year should be presented. Other documentation should be kept in one's office, or available on-line, and the applicant should be prepared to make them available should any level of review ask to see them.

15. Colleague letters of evaluation: Local letters must have been written in the current school year for this particular promotion, but letters from off campus may be used for two years. It is recommended that there should be a minimum of three letters in this section of the file with a maximum of five letters. The department chair should explain any exceptions to this requirement in the chair's letter of recommendation written for the applicant. If the applicant wishes to keep older letters in the file, then the letters should be transferred to section 16 of the file (Other materials), but only letters of recommendation written since the last promotion are permitted anywhere in the file.

16. Other material deemed appropriate by the applicant.

E. Eligible faculty who are approved for promotion, under the terms and processes above, to the next professorial level, will receive the following amounts of payment added to their salary base in the next contract year:

Instructor to Assistant Professor:	$2,000
Assistant Professor to Associate Professor:	$3,500
Associate Professor to Professor:	$5,000

Revision consistent with 2008 AAUP MOA (07-01-07).

Part V: Tenure

A. After the expiration of a probationary period, teachers or instructors should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of program or unit discontinuance or under extraordinary circumstances because of financial exigency. (2-19-97)

B. In the interpretation of the principles contained in Section A. of this policy, the following is applicable:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

2 Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his/her new appointment is for a probationary period of not more than four years, even though thereby the person’s total probationary period in the academic profession is extended beyond the normal maximum of seven years; except when the interests of both parties may best be served by mutual agreement at the time of initial employment, institutions may agree to allow for more than four years of probationary service at the employing institution provided the probationary period at the institution does not exceed seven years. Notices should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that probationary period.

3. If an untenured faculty member becomes a parent through birth, adoptive placement, or adoption of a child under the age of 5 prior to May 1st of the fifth year of the probationary period, that faculty member, upon notification to the institution's chief academic officer, shall be granted a one-year delay of the tenure review. Notification must occur within 90 days of the birth, adoptive placement, or adoption. Faculty members retain the right to opt out of this interruption policy. (3-20-06)

4. 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. (9-18-97)

5. No more than two extensions of the tenure clock may be granted to a faculty member for any reason. Nothing in this provision shall be construed to guarantee reappointment of an untenured faculty member. (3-20-06)

C. Within this general policy, each Regents institution may make such operating regulations as it deems necessary, subject to the approval of the Board.

D. Any tenure approved by the institution shall be limited to tenure for the recommended individual at the institution consistent with the tenure policies of that institution. (Effective 11-14-02)

E. In exceptional cases, the chief executive officer at the Regents institution may hire a faculty member with tenure without their having completed a probationary period. (6-24-99)

F. Decisions of the chief executive officer shall be final and are not subject to further administrative review by any officer or committee of the institution or by the Board of Regents. (4-18-47; 2-25-80; 5-15-81; 4-16-82; 1-20-84; 2-16-89; 6-29-95)

Kansas Board of Regents: Policies and Procedures Manual (03-20-06)

G. The granting of tenure by the Board of Regents is a privilege and not a right. Tenure will be granted when the faculty member has been shown to have the proper qualifications and when it is in the long-term interest of the University. Department (or unit) criteria for tenure must be developed by the department faculty and be approved by the faculty, the department chair, dean, and Provost. The official listing of the department criteria must include the date approved by faculty. University statements, goals and interests, policies of the Kansas Board of Regents, and any applicable accreditation requirements will be considered during the process of defining tenure criteria.

1. Only faculty members in a tenure-track position are eligible for tenure. A faculty member in a tenure-track position, with the exception of tenure–track faculty in Forsyth Library, will be reviewed for continuation in tenure track in the first and second years of appointment at the departmental level; in the third and fourth years at the departmental and college levels; and in the fifth and sixth years at the departmental, college, and university levels. Some faculty members may be appointed with one or more years' credit for prior experience, so that they proceed at a faster pace through the tenure process. The number of years credited in this manner shall be agreed upon between the faculty member and the appropriate chair, with review and approval by the appropriate dean and the provost, and shall be specified in writing as part of the written

agreement governing the faculty member's initial appointment. Faculty members whose initial conditions of appointment include a specification of a number of years credited toward tenure shall proceed to the appropriate step in the tenure review process. For example, a faculty member whose initial appointment includes a provision of three years' credit toward tenure will have a first review according to the procedure for the fourth-year review.

A Forsyth Library faculty member in a tenure–track position (must be teaching at least one course per academic year) will be reviewed for continuation in tenure track in the first and second years of appointment at the library level; and in the third through sixth years at the library and university levels.

2. All faculty members in a tenure track should become familiar with the structure of the tenure file that each candidate (probationary years one through six) must prepare and the procedures regarding tenure review. College deans should do what is reasonable to insure that new faculty and department chairs are familiar with the guidelines, procedures, and schedules of the tenure review process well in advance of the deadline for application. It should be noted that leave time other than scholarly leave is not counted as time for achieving tenure.

3. In general, Fort Hays State University follows this notification procedure for tenure as stated in the Memorandum of Agreement between FHSU Chapter of the American Association of University Professors and FHSU/Kansas Board of Regents (FY 2008-2010). A probationary appointment carries with it an expectation of renewal. Hence, if the appointment is not to be renewed, the faculty member needs to be informed of this in writing on the following timelines:

   a. Not later than March 1 of the first academic year of FHSU service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination.

   b. Not later than December 15 of the second academic year of FHSU service, if the appointment expires at the end of that year; or, if an initial appointment terminates during the academic year, at least six months in advance of its termination.

   c. At least twelve months before the expiration of an appointment after two or more years at FHSU.

H. Tenure Procedures: The candidate for tenure should read and be familiar with all steps of the tenure procedure with special attention given to section I, Format of Tenure File and the schedules of PART VI.

1. The faculty member submits his or her application for tenure (in the form of tenure file--see Item I. below) to the department chair. If the faculty member would like a copy of his or her tenure file, a copy should be made before submitting it to the department chair, as the candidate will not be able to obtain a copy of the file once it has left the department. The chair forwards the candidate's file to the department tenure committee (as described in step 2 below).

2. A tenure committee shall be established at the department level by the chair in consultation with the faculty and the college dean. The department chair shall determine the size of the committee, and it will be composed of some or all of the tenured faculty members of the department, but will not include the department chair. In a department with few tenured members, the committee may include tenured faculty of other departments. All committee members shall be familiar with the guidelines of this policy. After examining the candidate's file, the committee shall vote affirmatively or negatively regarding the continuation of the candidate on the tenure track. The committee should strive for unanimity in its vote, but a simple majority is all that is necessary. The committee recommendation shall include a description of the procedures and criteria followed in making the recommendation, including the numerical vote of the committee. Though addressed to the chair, a copy of the recommendation will be sent only to the candidate at this time.

   a. Candidates for tenure should note that at each level of review a pattern is followed as described above and is essentially a pattern of: review of the file, informing the candidate of the findings, appeal if desired by candidate, placing the recommendation into the file, and forwarding the file to next level of review. The candidate shall have 3 days after receipt of the final recommendation to respond in writing to any unresolved differences regarding the evaluation. The candidate's response must be sent to the next level of review and will become a part of the tenure file.

   b. If the faculty member being evaluated for tenure is the chair of the department, the dean of the college will establish the department tenure committee, and that committee will report directly to the dean.

3. The candidate may insert additional materials in the file at this point. Within 5 days after receipt of the recommendation and upon request, the candidate will receive a hearing by the department committee. The committee will then send its initial and final recommendations to the chair and forwarding a copy of the final recommendation to the candidate. The candidate shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The candidate's response must be sent to the department chair and will become a part of the tenure file in the back of the department tenure committee's recommendation section.

4. The chair shall make an independent evaluation of the faculty member's file that includes the committee recommendation. Though addressed to the dean, copies of the chair's recommendation will be sent only to the candidate and department tenure committee at this time.

5. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the chair. The chair will then place the initial and final recommendation in the file, forward the file to the dean and send copies of the final recommendation to the applicant and chair of the department tenure committee. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant’s response must be sent to the dean and will become part of the tenure file in the back of the chair’s recommendation section.

6. For candidates in first or second year of tenure track, the dean will write a final recommendation to the provost. Copies will be sent to the candidate, department chair, and department tenure committee chair. The candidate may appeal the “final recommendation” to the provost and president, respectively. The candidate has 3 days to submit the appeal to the next level after receiving the previous decision. The provost and president should respond to the candidate’s appeal within 10 days after the appeal is received. The provost’s office will issue a continuing or terminal contract based on the final recommendation.

7. A tenure committee shall be established at the college level by the dean in consultation with the department chairs. It shall be composed of tenured faculty members that are not serving on a department or other tenure committee. The dean shall determine the size and distributional representation of the committee. All committee members shall be familiar with the guidelines of this policy. The committee shall make an independent evaluation of the faculty member's file and shall include in its recommendation to the dean the procedures and criteria followed and numerical vote. Though addressed to the dean, the committee's recommendation will be sent only to the candidate, department chair, and department tenure committee chair at this time. If the committee’s recommendation is not unanimous, members who wish to do so may provide written dissenting opinions.

8. Within 5 days after receipt of the recommendation and upon request, the candidate will receive a hearing by the college tenure committee. The committee will place its initial and final recommendations in the file and forward the file to the dean. Copies of the final recommendation will be sent to the candidate, department chair, and department tenure committee chair. The candidate shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The candidate's response must be sent to the dean and will become a part of the tenure file in the back of the college tenure committee's recommendation section.

9. The dean shall make an independent evaluation of the faculty member’s file that includes the previous recommendations. Though addressed to the provost, the dean’s recommendation will be sent to the applicant, department chair, and the chairs of the department and college tenure committees.

10. Within 5 days after receipt of the recommendation and upon request, the applicant will receive a hearing by the dean. The dean will then place the initial and final recommendations in the file, forward the file to the provost and send copies of the final recommendation to the applicant, department chair, and chairs of the department tenure and college tenure committees. The applicant shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The applicant's response must be sent to the provost and will become a part of the tenure file in the back of the dean's recommendation section.

11. For candidates in the third or fourth year of the tenure track, the dean’s review is the final tenure review step. The candidate may appeal the “final recommendation” to the provost and president, respectively. The candidate has 3 days to submit the appeal to the next level after receiving the previous decision. The provost and president should respond to the candidate’s appeal within 10 days after the appeal is received. The provost’s office will issue a continuing or terminal contract based on the final recommendation.

12. A University Tenure Committee shall be established. There will be five members on the Committee who will serve two-year terms. Terms will be staggered so that approximately half of the members will change each year. One member will be chosen from each of the five colleges. To fill vacancies and to maintain a balanced representation on the University Tenure Committee, the president of the Faculty Senate will submit the name of a tenured faculty member to the provost (normally in late Spring) for each of the vacancies on the Committee. The Provost will initially convene the Committee. Committee members shall select a chair who will prepare the recommendations that will be sent to the provost. If Committee members feel that a written ballot should be used, the chair will tabulate the results. All committee members shall be familiar with the guidelines of this policy. Upon request, the provost, dean and/or department chair will attend a hearing of the University Tenure Committee to answer questions pertaining to the candidate and the tenure file. The Committee shall make an independent evaluation of the faculty member's file and shall include in its recommendation the procedures and criteria followed and the numerical vote. Though addressed to the provost, copies of the Committee's recommendation will be sent only to the candidate, department chair, dean, and chairs of the department and college tenure committees at this time.

13. Within 5 days after receipt of the recommendation and upon request, the candidate will receive a hearing by the University Tenure Committee. The Committee will then place its initial and final recommendations in the file and forward it to the provost. Copies of the final recommendation will be sent to the candidate, department chair, dean, and chairs of the department and college tenure committees. The candidate shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The candidate's response must be sent to the provost and will become a part of the tenure file in the back of the University Tenure Committee's recommendation section.

14. The provost shall review the faculty member's file and all recommendations and make an independent recommendation to the president. Though addressed to the president, the provost's recommendation will be sent only to the candidate, department chair, dean, and chairs of the department, college, and University tenure committees at this time.

15. Within 5 days after receipt of the recommendation and upon request, the candidate will receive a hearing by the provost. The provost will then place initial and final recommendations in the file and forward the file to the president. Copies of the final recommendation will be sent to the candidate, department chair, dean, and chairs of the department, college, and University tenure committees. The candidate shall have 3 days after receipt of the recommendation to respond in writing to any unresolved differences regarding the evaluation. The candidate's response must be sent to the president and will become a part of the tenure file in the back of the provost's recommendation section.

16. Given the information and recommendations described above, the president of the University writes an initial recommendation to the candidate, forwarding copies to the provost, department chair, dean, and chairs of the department, college, and University

tenure committees. On request, the candidate will receive a hearing by the president. The president then sends the final recommendation to the candidate, forwarding copies to the provost, department chair, dean, and chairs of the department, college, and University tenure committees.

Approved by President Edward H. Hammond (06-13-99).
Revision consistent with 2008 AAUP MOA (07-01-07).

I. Format of Tenure File: Tenure files will normally consist of a single, three-ring binder notebook (no more than 2 inches thick). All publications or creative activities of the candidate need not be submitted as part of the file, but a good representative sample is required. All publications and/or creative activities should be listed in the Vita. In the service category, committee meetings etc. attended could be listed, if the candidate wishes to do so. However, actual meeting announcements should not be included. Exceptions taken to the one notebook limit should be explained in the department chair's letter of recommendation. The emphasis should be on quality and not quantity, and although the aesthetic appearance of the tenure file is not paramount, the file represents the candidate and consequently cannot be ignored by those evaluating the candidate's file. The format indicated below shall be utilized in preparation of the candidate's tenure file. Item 5 is not applicable for Forsyth Library tenure–track faculty. In such exceptional cases the candidate in consultation with the immediate supervisor may substitute other documentation related to the specific nature of one's employment.

1. A tenure statement by the candidate: This would normally be the last item the candidate prepares before submitting the tenure file to the department chair. This letter should clearly state the candidate's qualifications for tenure and focus attention on the unique strengths and credentials of the candidate. The candidate should recognize that members of the various committees may not be entirely familiar with the candidate's field. It is to the advantage of the candidate to explain the significance of his/her contributions or accomplishments. A candidate might, for example, comment on the relative importance of an exhibit in a gallery or on the professional reputation of a journal which features her/his work. The candidate should consider addressing concerns from prior tenure reviews in this statement or add an additional section at the end of the document to address problems and concerns from prior reviews or the current year. A candidate should show improvement in those areas of expressed concern. A new statement must be prepared each year that the candidate is considered for tenure review. Old tenure statements will be removed from the file.

2. List of departmental/unit criteria for tenure, including the date faculty approved the departmental/unit criteria.

3. The departmental tenure committee’s report.

4. The department chair's recommendation.

5. The college tenure committee's recommendation.

6. The college dean’s recommendation.

7. The University Tenure Committee's recommendation.

8. The provost's recommendation.

9. Statements of responsibilities negotiated between the candidate and the chair for the years under consideration.

10. Vita
    a. Personal information
    b. Education
    c. Areas of expertise within a discipline
    d. Courses taught: 1) At FHSU; 2) Other
    e. Date of appointment to the faculty at Fort Hays State University
    f. Prior service at other institutions
    g. Departmental and institutional service
    h. Scholarly submissions, publications, and papers presented
    i. Research grants received
    j. Honors and distinctions
    k. Community service

11. Charts summarizing course information for all courses taught at FHSU. The charts should indicate course level, the number of students enrolled and the grades by distribution (A - 12%, B - 27% etc.). Syllabi for two courses of the most recent semester should be included. Candidate should keep copies of all syllabi for courses taught and be prepared to make those available to any level of review that should request to see them.

12. Evidence of teaching excellence: Student ratings and peer reviews are two important sources of data regarding the candidate's teaching skills. The data inserted in this section of the file will be accumulated from one cycle to another. Items "a." through "c." listed below must be included in the candidate's tenure file.

    a. Student rating summaries for the last three years should be presented in summary form, e.g., bar graphs, student rating summaries, as well as comparisons across departmental faculty and courses for the last three years along with an explanation of the comparisons, if appropriate, are to be included in the file. Student's written comments for the last three years, if available, should be typed and included in the file. Any exceptions to this rule must be explained in the chair's letter of recommendation. The candidate may include a statement of explanation regarding the student ratings of a particular class or particular student, if so desired.

    b. Statements from the chair or colleagues who have systematically reviewed the candidate's classroom materials, e.g., course syllabi, assignments, tests etc. This statement may be contained in a letter of recommendation from colleagues, and hence would be located in section 15 of this file; if so, the candidate should include a statement here referring to the letter.

    c. Description of steps taken by the candidate in order to improve instructional and evaluation techniques generally, and in one's field in particular. Items that could be included are such things as participation in workshops, seminars, training sessions (local, regional, national, international) pertaining to one's field, to education generally, or to the use of technology in the classroom, etc. If these items are documented elsewhere, then merely refer to them and briefly explain them in this section.

13. Examples of scholarly writing/creative activity/research. Only a sampling of scholarly work should be presented; work that exemplifies the applicant at his or her best. The applicant should keep copies of all other such works (listed in the Vita) in one's office, or available on-line, and be prepared to make them available should any level of review ask to see them.

14. Documentation of service to the University and community. Only service for the last year should be presented. Other documentation should be kept in one's office, or available on-line, and the applicant should be prepared to make them available should any level of review ask to see them.

15. Colleague letters of evaluation: Local letters must have been written in the current school year for this particular tenure review cycle, but letters from off campus may be used for two such cycles. It is recommended that there should be a minimum of three letters in this section of the file with a maximum of five letters. The department chair should explain any exceptions to this requirement in the chair's letter of recommendation written for the candidate. If the candidate wishes to keep older letters in the file, then the letters should be transferred to section 16 of the file (Other materials). There shall be no letters of recommendation in the file that are dated prior to the candidate's employment at FHSU.

16. Other materials deemed appropriate by the candidate.

Revision consistent with 2008 AAUP MOA (07-01-07)

Part VI: Schedules

A. Promotion Pathways

1. Applicant applies to Chair
2. Department Promotion Committee
3. Rebuttal and/or hearing with Department Promotion Committee (optional)
4. Chair
5. Rebuttal and/or hearing with chair (optional)
6. College Promotion Committee
7. Rebuttal and/or hearing with College Promotion Committee (optional)
8. Dean
9. Rebuttal and/or hearing with Dean (optional)
10. University Promotion Committee
11. Rebuttal and/or hearing with the University Promotion Committee (optional)

12. Provost
13. Rebuttal and/or hearing with provost (optional)
14. President
15. Hearing with president (optional)

Items 1, 3, 5, 7, 9, 11, 13 and 15 are actions initiated by the candidate.

B. Tenure Pathways

1. Candidate applies to Chair
2. Department Tenure Committee
3. Rebuttal and/or hearing with Department Tenure Committee (optional)
4. Chair
5. Rebuttal and/or hearing with chair (optional)
6. College Tenure Committee (not applicable to Forsyth Library tenure–track faculty)
7. Rebuttal and/or hearing with College Tenure Committee (optional) (not applicable to Forsyth Library tenure–track faculty)
8. Dean
9. Rebuttal and/or hearing with Dean (optional)
10. University Tenure Committee
11. Rebuttal and/or hearing with University Tenure Committee (optional)
12. Provost
13. Rebuttal and/or hearing with provost (optional)
14. President
15. Hearing with president (optional)

Items 1, 3, 5, 7, 9, 11, 13, and 15 are actions initiated by the candidate.

Approved by President Edward H. Hammond (07-01-04).

Kansas Board of Regents: Policies and Procedures Manual (06-04).

POST-TENURE REVIEW

A. Policy Statement

1. The University recognizes that the granting of tenure for university faculty is a vital protection of free inquiry and unimpeded intellectual debate. The University further recognizes that an outstanding tenured faculty - essential to the accomplishment of its teaching, scholarship, and service mission - must be subject to meaningful periodic review as mandated by the Kansas Board of Regents' post-tenure policy. Mindful that any post-tenure review process must be in accord with fundamental principles and policies recognized by the University's academic community, including academic freedom, tenure, due process, and confidentiality of personnel matters, Fort Hays State University adopts this post-tenure review policy.

2. Post-tenure review (PTR) supplements annual evaluations by providing a long-term peer assessment of a faculty member's accomplishments and opportunities. PTR promotes faculty development and achievement by acknowledging faculty contributions. PTR also ensures quality when it properly addresses areas of faculty performance in need of improvement and helps faculty reach their full potential. This procedure is not disciplinary or punitive.

3. This policy neither alters nor amends the University's policies regarding removal of tenured faculty members for cause that are stipulated in policies of the Kansas Board of Regents, Fort Hays State University Faculty Handbook, and the current Memorandum of Agreement between the FHSU Administration and the FHSU Chapter of the American Association of University Professors. This policy and any actions taken under it are separate from and have no binding effect upon the chronic low performance or annual evaluation policies and processes.

B. Definitions

1. Review Period; Faculty Subject to Review. Faculty members will be reviewed once every six years following the receipt of tenure with the review occurring at the department level. The period is restarted if a faculty member is promoted. The time period when a faculty member is on approved medical or familial leave or that would otherwise be excluded when computing time in rank does not count toward this period. However, time spent in sabbatical would be counted as time in rank. The review may be postponed if it falls in a year when the faculty member is on approved leave. Faculty members on phased retirement or whose retirement date has been approved by the University will be exempt from review under this policy. In addition, time serving as department chair, program director, dean or associate dean, or other position subject to administrative review is excluded, with the clock suspended during these appointments.

2. Department Expectations; Criteria for Evaluation. The department tenure review committee will use department expectations for professional academic performance, including expectations in the areas of instruction, scholarly and creative activity, and service. Expectations should be consistent with established tenure, promotion, and merit criteria for faculty performance. In view of the many different kinds of contributions made by faculty members during the course of their careers, application of department expectations must offer sufficient flexibility to recognize the maturation of faculty interests, activities, and strengths.

3. Post-Tenure Review File. A faculty member subject to review must create a confidential post-tenure review file, which is the sole basis for review, containing the following information: the department's or unit's approved tenure, promotion, and merit criteria; a current curriculum vitae; a list of additional activities not covered by the curriculum vitae; summary evidence of instructional excellence (last three years of instructional evaluation data); summary evidence of scholarly/creative activities, and service activities (for the review period); and a brief narrative statement (no longer than 3 pages or 1,500 words). The narrative statement should briefly outline the faculty member's goals for professional development, describing past accomplishments and future objectives specific to those goals, and it may also identify barriers to or necessary resources for the accomplishment of these objectives. The candidate should also review progress toward goals cited during a prior review process and challenges that impacted their performance toward those goals. The faculty member's department chair will provide the annual merit evaluations for the relevant six-year period preceding the review. NOTE: While the file is currently conceptualized as a paper-based document, the University reserves the right to move toward a digital portfolio management system at some point.

4. Post-Tenure Review Committee. Post-tenure review will be conducted by the current department tenure review committee.

C. Process and Procedure

1. Notification of Review. The provost will maintain an official list of faculty members subject to the post-tenure review process. The college dean will officially notify faculty members scheduled for post-tenure review no later than May 15 of the calendar year prior to review. Notification will be in writing.

2. Submission of File. A faculty member subject to review will submit a post-tenure review file to her/his college dean by March 1 of the calendar year in which review will take place. The faculty member's department chair will forward to the post-tenure review committee chair the annual evaluations for the relevant five-year period preceding the review for inclusion in the post-tenure review file.

3. Committee Review. The committee will review the faculty member's file and issue a written statement of its findings within two weeks. This statement will highlight exceptional performance, outline need for functional improvement, and recommend actions for continued, long-term contribution as a member of the department and the university community. The review findings will remain with the file and the candidate and department chair will receive copies of the review findings. The file will be forwarded to the appropriate college dean by March 22.

4. Appeal of Determination. The faculty member may appeal the committee's findings to the dean for a mandatory hearing within a week of the issuance of those findings. Upon completion of the hearing, the dean will provide a written determination indicating concurrence or dissent with the faculty member's appeal within a week of the scheduled appeal. A copy of the dean's determination will be delivered to the faculty member, the committee, and the faculty member's chair.

5. Dean Review. The dean shall review the post-tenure review file of the candidate including the committee findings. This review shall focus on assurance of process as well as substantive review of the candidate's file relative to department criteria for

evaluation. The dean shall have completed the review by April 10. Copies of the dean's findings shall be submitted to the candidate, the department chair, and the chair of the post-tenure review committee.

6. Report to Provost. The dean will provide to the provost a summary report of any post-tenure review completed by the college by May 15.

D. Training Requirements

The following training protocols shall be followed to achieve standard application of the policy and understanding of the procedure.

- Training shall be made available for all tenured faculty subject to post-tenure review. Training shall be jointly conducted by college deans and FHSU-AAUP representatives. Training shall review the purpose of post-tenure review, the policy, required elements of the review file, review timelines, procedure, outcomes, and appeal process.

- Training shall be made available for college deans and department chairs articulating their specific roles in the review cycle, the purpose of post-tenure review, the process, review timelines, procedures, outcomes, and appeal process. This training will be coordinated by the provost with input from FHSUAAUP.

E. Policy Applicable Date

This policy will be implemented effective Spring 2015. The first reviews are to be completed in Spring 2016. The first faculty subject to this policy will be those who were last promoted or tenured in 2008. The first review cycle shall include all faculty last reviewed for tenure or promotion in 2008 and 2009.

As published in AAUP MOA (9-2015).

PROGRAM SPECIALIST

Policy and Procedures

Accountability: Budget and budget review officers, equal employment opportunity officer, provost, vice presidents

Purpose: To provide a comprehensive statement of personnel policies and procedures which defines the category of program specialist appointments and provides employment procedures.

Policy Statement

It is the policy of Fort Hays State University to provide employment policies and procedures which are specific to each category of employee. Unclassified employees include 1) faculty, 2) administrators, and 3) program specialists. The statements and procedures outlined in this document provide employment conditions specifically for program specialists. General University policies shall also apply to program specialists.

Administration and Policy Interpretation

It shall be the responsibility of the president and provost to administer these **policies and procedures** for program specialists in their respective areas. The president and provost may delegate authority to administer these policies and procedures as appropriate.

Assistance in interpreting these guidelines is available from the equal employment opportunity officer and the provost.

The equal employment opportunity responsibilities of the University for program specialist appointments shall be exercised by the Equal Employment Opportunity Officer. These responsibilities shall include monitoring employment activity (e.g., appointment process and review of salary recommendations) for the purpose of insuring compliance with Federal and State statutes and regulations.

Program Specialist Appointments

1. Definition: Program specialist appointments are those unclassified appointments requiring special technical or administrative skills of a professional nature distinct and separate from teaching/research roles of the faculty and from the direct administrative responsibility for faculty supervision. Program specialists appointments do not carry academic rank.

   On occasion, program specialists might become involved in the teaching of classes in the University. If this should happen, the teaching of courses which can be applied to a student's academic program and which generate SCH for the academic department shall NOT be more than 25 percent of the program specialist's work assignment. The program specialist must possess appropriate academic credentials and preparation for the teaching activity. The chair of the department offering such courses must be given supervisory authority over the program specialist who is teaching.

2. Appointment Status: Recommendation of the appropriate status (provisional, regular, temporary) for a new appointment is the responsibility of the budget unit supervisor. Approval of the recommendation by the budget officer and the provost or president must be obtained prior to making the appointment.

   A program specialist in any appointment status may be terminated for just cause related to the performance of or failure to perform his/her duties or for violation of the directives, rules, and regulations, of the institution, the Board of Regents, and the laws of the State of Kansas, or the United States.

   a. Provisional: Appointments which may lead to regular status. Upon completion of three years of provisional employment, a person will be placed in regular status, unless notice of non-reappointment has been provided. Persons entering in provisional status may be granted up to two years of prior service credit toward the provisional appointment period. Provisional appointments may be terminated for any reason at the end of a contract period. Notice of non-reappointment is not required during the first year of appointment; at least three months' notice is required during the second and third years of employment.

      Termination of any program specialist appointment within a contract period requires the University to assume the burden of proof in establishing just cause.

b. Regular: Regular status shall be given to those program specialists who have completed a provisional appointment and/or who have reached the level of expertise and/or experience deemed appropriate by the president, provost, and/or vice presidents for the type of position held.

   Appointments may be terminated without cause at the end of a contract period with one year's notice. Appointments may be terminated with just cause at the end of a contract period with one month's notice. In case of termination for cause, the program specialist may be relieved of duties or reassigned during the period of the termination for cause proceedings and notice period and will continue in the same pay status.

c. Temporary: Appointments which are for a fixed period of time shall be specified in the appointment contract.

   Temporary appointments will terminate at the end of a contract period and carry no expectation of reappointment. Notice of non-reappointment is not required. Persons may not be changed from temporary to provisional status without an affirmative action search or the approval of the president and/or provost.

   All program specialist employment contracts will indicate the employee's appointment status. Any program specialist appointment may be terminated at the end of a contract period for reasons of program discontinuance or reorganization and/or financial exigency.

3. Position Descriptions, Title and Assignment Changes, and Reclassification.

   a. Position Descriptions: A position description will be written and maintained for each program specialist position. The position description, after appropriate approvals have been obtained, shall be provided to the Equal Employment Opportunity Officer for information and to the provost. A position description must be written and approved prior to recruitment. It should be reviewed and updated, if necessary, annually as part of the performance appraisal process.

   b. Title Changes: Changes in title may be made without an equal employment opportunity search. Budget officers should recommend a change in title to their budget review officer and the provost through an appropriate form and justification memorandum. A copy of the form and justification shall be provided to the Equal Employment Opportunity Officer for information as part of the equal employment opportunity monitoring process.

   c. Changes in Assignments: Changes in assignments may be made without an equal employment opportunity search, provided the scope and level of the position is not significantly altered. Budget units should recommend changes in assignments to their administrative supervisor and the provost through a revised position description and memorandum of explanation, if appropriate. The position description shall be forwarded to the Equal Employment Opportunity Officer for information as part of the affirmative action monitoring process.

4. Salary Administration.

   Budget units shall prepare salary recommendations for program specialist personnel according to guidelines issued by the University Office of Budget and Planning. These guidelines are in accordance with salary policies determined by the president and provost. Salaries for new program specialist appointments or recommendations for changes in salary for current program specialists will be reported to the Equal Employment Opportunity Officer for the purpose of insuring compliance with federal and state affirmative action regulations. Adjustments in salaries will consider 1) merit as indicated by performance appraisal, 2) internal equity, 3) external competitiveness for similar positions, 4) federal and state laws and regulations, and 5) University policy.

5. Evaluation: Program specialists are to be evaluated at least annually and evaluation forms submitted through the appropriate channels to the provost. Evaluation criteria and forms will be developed by the budget unit to which the program specialist is assigned.

6. Leaves: All matters pertaining to leaves shall be governed by the terms and conditions found in the *Fort Hays State University Faculty and Unclassified Staff Handbook* for unclassified personnel.

7. Retirement Plan: All program specialists employed half-time (.5 FTE) or more shall participate in the retirement plan established by the Kansas Board of Regents, beginning on the first day of the pay period coinciding with or next following the completion of one year of service in an eligible category.

   In lieu of participating in the Regents plan, eligible program specialists, having accrued retirement benefits under the Kansas Public Employees Retirement System (KPERS), may elect to continue in KPERS. Conversely, participants in the Regents plan, transferred or reclassified to a position that qualifies for participation in KPERS, may elect to continue participating in the Regents plan. Only one such election may be made by a program specialist.

   A newly employed program specialist shall begin participation in the Regents plan upon employment, if at that time of employment the program specialist is eligible for immediate participation pursuant to K.S.A. 74-4925, as amended.

   Contributions to the plan will be made on a regular basis during years of participation, except for periods in which no salary is paid. The employer presently contributes 8.5 percent of the program specialists' salary and the program specialists are required to contribute 5.5 percent of salary for the retirement plan. A separate voluntary tax deferred program is also available to eligible program specialists in several alternate investment options through several alternate investment providers approved by the Board of Regents.

8. Benefits: Policies and information pertaining to other benefits available to program specialist personnel may be found in the *Faculty and Unclassified Staff Handbook*.

9. Disciplinary Action and Termination.

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

b. Termination for Just Cause: The steps outlined in 1.1. above must be followed before initiation of the procedures seeking termination for just cause. Following initiation by the budget unit, the recommendation seeking termination for just cause must be approved by the budget unit supervisor and president or provost.

c. Termination Within a Contract Period: When circumstances arise which warrant termination before the end of a contract period, a meeting of the program specialist's budget unit, budget unit supervisor, and the president or provost to discuss the situation must occur. The program specialist must subsequently be presented with the charges against him/her and afforded an opportunity to respond to those charges. The program specialist may have a member of the University community present with him/her at the meeting where the charges are presented and discussed with the program specialist. This person may not attend in the capacity of legal counsel.

   If, after discussion with the program specialist, termination within the contract period is still deemed appropriate, the president or provost must notify the program specialist in writing of the termination action and of his/her rights to appeal.

10. Grievance Procedures: Program specialists should use the grievance procedure in Chapter 1 of the *Faculty and Unclassified Staff Handbook* to resolve internal disputes. A program specialist who has a grievance must make a bona fide effort to resolve the matter informally through University channels.

11. Professional Development: Continuing education and development opportunities are considered mutually beneficial to the program specialist and the University. Program specialists shall enjoy the same opportunities for professional development as regular faculty.

12. Changes in Category: If a person who is in the tenured faculty category at the University enters into a program specialist position then this person's tenure rights and status will continue. As is the case with tenured administrators, the option to move back to a tenured faculty teaching position will remain. A program specialist who moves into a full-time faculty position will be expected to then meet the performance and credential standards of teaching faculty.

Effective Date

This policy is effective as of the date of approval by the President and is subject to revision at any time.

Approved by President Edward H. Hammond (12-09-93).

RECRUITMENT FOR VACANT POSITIONS

Search Committee Checklist for Unclassified Vacancies

1. Department chairs or directors present and discuss vacant positions with the appropriate faculty dean or vice president. The faculty dean then meets and confers with the provost with regard to rank and salary range applicable to positions to be filled. The initializing the search form shall be approved by the appropriate chair, dean, and/or vice president before the search process begins.

2. The search committee and its chair shall be duly appointed by the president or designate (vice president, dean, or department chair). The composition of the search committee should include minorities and/or women, whenever possible.

3. Prior to advertising, the search committee chair will schedule the first meeting of the search committee with the EEO Officer to discuss policies and procedures.

4. Develop a position description listing both necessary and preferred qualifications. These qualifications must relate directly to the work to be performed. (Should a discrimination complaint be filed subsequent to the filling of the position, the search committee will be required to demonstrate that stated qualifications are relevant.)

5. The position description ads and recruitment sources that will be used shall be submitted with search form Part I for the appropriate approvals before distribution.

   Openly publicize the vacancy by whatever means necessary to help create a strong applicant pool, including minorities, women, veterans and disabled persons. With a few exceptions, professional positions are recruited for nationally. These should be advertised in professional journals and other publications (in print, online or both). Recommendations may also be solicited from graduate schools known to excel in turning out well-qualified people in the specific areas of specialization required. All positions must be posted on the FHSU web site.

6. All publicity must include the EEO language and background check statement. See Search Instructions (Lotus Notes Workspace) for more information on this.

7. When publicizing a vacancy, specify a reasonable application priority date or deadline. Always allow sufficient time for persons to apply. A minimum of 30 days is recommended.

8. If a last-minute resignation precludes normal equal employment opportunity requirement methods, the EEO Officer shall be contacted to work out a satisfactory alternative procedure. When it is impossible to meet equal employment opportunity recruitment requirements in filling a vacancy, a temporary appointment for a maximum one-year appointment may be a solution.

Normally, all full-time faculty and administrative appointments (nine-month and twelve-month) require recruitment in accordance with EEO policy.

9. Make every attempt to eliminate subjective judgment from the evaluation process. Both initial screening and subsequent evaluation of applicants should be based to the greatest extent possible on an objective evaluation of requisite qualifications as specified in the written position description. Criteria should be clearly delineated and used in the process. Check criteria for factors that could have an adverse impact.

10. When an application is submitted, send the applicant the link to the online demographic survey, which helps the university collect required equal employment opportunity information. See the Search Instructions for other information that must be sent to all applicants.

11. **Prior** to arranging interviews, submit search form Part II for the appropriate approvals. Interviews should not be scheduled before approvals have been given.

12. After the interview process has been completed and the final candidate selected, submit search form Part III for the appropriate approvals. The candidate chosen for the position should not be notified before approvals have been given.

13. A criminal background check must be conducted before a new employee may be put on the payroll. See the Search Instructions for more information.

14. Compile and maintain a file, either electronic or paper, for each search.

    a. Copies of recruitment notices and ads, along with name and date of the publication and how many times it appeared.

    b. All information submitted by or in support of each applicant.

    c. All correspondence with applicants.

    d. Written memoranda on telephone and other verbal communications.

    e. Any other materials used in or resulting from the recruitment effort. Keep complete notes on the reasons why candidates are eliminated, reasons that will meet equal employment opportunity requirements.

    f. Notes from committee meetings.

    g. Rejections of offers and withdrawals from consideration.

    h. Complaints, post-hiring inquiries, or comments of applicants.

    i. Any other information pertinent to the search.

15. The search file (with all of the above information) must be submitted to the EEO Office at the conclusion of the search.

Updated (07-02-13).

REGENTS DISTINGUISHED PROFESSORSHIPS

Since Fiscal Year 1964 the Kansas Legislature has appropriated funds to the Board of Regents for the employment of outstanding professors as Regents Distinguished Professors. The purpose of the program is to attract to Kansas and to retain in Kansas established scholars whose research projects augment the State's economic and industrial development. The following are the guidelines of the Board of Regents with reference to the selection and designation of Regents Distinguished Professors:

1. The Chair of the Kansas Board of Regents shall appoint a Subcommittee composed of three Board members which shall be responsible for making recommendations to the Board in all matters pertaining to the funding, appointment, evaluation and continuance of Regents Distinguished Professors.

2. Nominations for the appointment of a Regents Distinguished Professor shall be preceded by the submission of a proposal by the chief executive officer of the host institution detailing:

    a. the area of academic specialization for the position;

    b. the mode of financing the position;

    c. the institutional facilities and resources available to the incumbent of the position;

    d. the institutional facilities and resources needed for the position;

    e. the relationship of the position to the strengths and mission of the institution;

    f. a description of how the position avoids the duplication of Regents Distinguished Professorships at other state universities or, if the position duplicates such Professorships, how the position will be integrated with the position(s) and research activities at collaborating state universities;

    g. the contribution of the position to the economic development of Kansas;

    h. the academic department or other unit to which the position will be assigned.

Final Board approval of the proposal shall be contingent upon convincing arguments and evidence on points 2. a.-h. provided by the proposing institution.

3. Nominations for the appointment of a Regents Distinguished Professor may be made by the Chancellor and the Presidents. A university chief executive officer may submit a nominee for appointment to a Regents Distinguished Professorship once the position has been approved by the Board. The following precepts shall guide the Board in its appointment of Regents Distinguished Professors.

    a. The Regents Distinguished Professor shall be a recognized leader in his or her field.

    b. In the selection of Regents Distinguished Professors, emphasis should be placed on the capabilities that will enhance the economic and industrial development of the State. Regents Distinguished Professors should inform public policy and enhance the attractiveness of the State through their professional, social, and cultural contributions.

c. The nomination dossier shall be circulated to each Board member and to the President and Chief Executive Officer of the Board.

d. The recommendation for the appointment of a nominee to a Regents Distinguished Professorship shall be made to the entire Board by the Subcommittee on Regents Distinguished Professors.

4. The Regents Distinguished Professor designation is appended to a regular faculty line within the institution. The vacant position and the Regents Distinguished Professor allocation shall determine the salary of the Regents Distinguished Professor. Allocation of funds for Regents Distinguished Professors shall be limited to an amount appropriated by the Legislature for each professorship recommended by the Board Subcommittee on Regents Distinguished Professors and authorized by the Board of Regents.

5. Tenure for a Regents Distinguished Professor is determined in the same manner as tenure for regular faculty and confers the same privileges. Tenure, if granted, is in the university and the designation as Regents Distinguished Professor is a temporary supplement to the normal academic rank. Board designation as Regents Distinguished Professor and the stipend appended to it are subject to review and reaffirmation by the Board of Regents under the terms of this policy. (4-16-98)

6. Each state university shall undertake a comprehensive performance evaluation in October of the fifth year of the Regents Distinguished Professor designation and every succeeding fifth year of the designation. The university's evaluation may include commentary on the professor's academic work provided by peer evaluators selected by the institution and comprised of educators in the professor's field who are not connected with the Kansas Regents system. The university's chief executive officer shall submit to the Subcommittee a report on this evaluation that includes evidence of contributions to the State's economic development, including sponsorship of research activity.

   The professor shall be allowed to submit any information not included in the reports submitted by the chief executive officer to the Subcommittee for consideration.

7. The Board Subcommittee shall review the available reports, evaluations and any other materials submitted by the professor. The evaluation shall include a review of the professor's professional activities and evidence of contributions to Kansas economic development. Evidence of effective performance shall include, but not be limited to, public or private sponsorship of research activity.

   The Subcommittee shall recommend continuance or discontinuance of the Regents Distinguished Professor designation and stipend to the Board of Regents at the December Board meeting. If continuation is not approved by the Board, the designation and stipend shall be withdrawn effective December 31 of the following calendar year.

8. The Regents Distinguished Professor designation is limited to full-time positions. In the event an individual holding a Regents Distinguished Professor designation changes to a less than a full-time position, the designation and the associated stipend end. (4-16-98)

9. When an appointment to a Regents Distinguished Professorship and its related stipend are terminated through action of the Board, the institution or the professor, the institution should

initiate a proposal to the Board of Regents justifying the continuation or change in the area of academic specialization for the Regents Distinguished Professor's position.

Kansas Board of Regents: Policies and Procedures (01-21-93; 4-16-98).

SALARIES, OVERLOAD / REPLACEMENT / PART-TIME ADJUNCT / PROFESSIONAL UNCLASSIFIED STAFF

Policy

A faculty member may become unable to teach an assigned on-campus or virtual course during the regular academic year. A department chair may address these circumstances by identifying a full-time, core faculty member or part-time adjunct instructor to teach the required course on an overload/replacement basis. Department chairs may also identify professional unclassified staff members to teach overload on-campus or virtual classes.

Payment Procedures

1. The standard rate of remuneration per credit hour for all nine-month, core faculty teaching in an overload status to replace an assigned course instructor during the Fall/Spring semesters is 20 percent of 1/9 of the reassigned instructor's regular academic year base salary. Department chairs are considered “core faculty” and their salary is calculated according to the above standard rate.

2. The standard rate of remuneration for professional unclassified staff is calculated by converting the 12-month base salary to an 11-month equivalent (divide 12-month base by 11) and then calculating 20% of per credit hour to a maximum of $2,600. If this figure is less than $2,000, then they will be paid based upon the part-time salary scale with the starting salary of $2,000 up to a maximum of $2,600 after completion of 10 years of teaching experience. Full-time professional staff shall teach not more than 6 credit hours of overload during a semester.

3. The rate of remuneration per course for a part-time adjunct instructor hired to replace a full-time, core faculty member to teach either on or off-campus will be as follows:

Years of Service as Adjunct	Salary per “0” Type Course	Per Hour Salary for Other Type Courses
0-3	$ 2,180	$ 727
4-6	$ 2,380	$ 793
7-10	$ 2,580	$ 860
11 and above	$ 2,780	$ 927

1. Faculty will be paid $15 per credit hour for each student above 40 in an off-campus class.
2. All off-campus courses with enrollment below 10 will be pro-rated.
3. This payment schedule applies to all new on-campus part-time adjuncts.

Endorsed by Faculty Senate in consultation with President Hammond (04/00).
Revision of salary scale approved by President Hammond (05-03-06).
Revision approved by Academic Council (01-06-14) and President's Internal Staff Meeting (01-13-14)

SALARIES, SEASONAL

Policy

The provost is provided a limited amount of "seasonal" monies each fiscal year to fund additional sections of high enrollment classes or meet the need for a special class/learning experience not identified in the development of the original schedule of classes for a semester.

Payment Procedures

1. The standard rate of remuneration per credit hour for all nine-month, core faculty teaching a course funded by seasonal monies is 20 percent of 1/9 of the instructor's regular academic year base salary. Salaries for chairs and other administrators teaching these courses will be calculated on the nine month component of a 12-month contract.

2. The rate of remuneration per course for part-time adjunct instructor teaching a course supported by seasonal monies will be as follows:

Years of Service as Adjunct	Salary per "0" Type Course	Per Hour Salary for Other Type Courses
0-3	$ 2,180	$ 727
4-6	$ 2,380	$ 793
7-10	$ 2,580	$ 860
11 and above	$ 2,780	$ 927

1. Faculty will be paid $15 per credit hour for each student above 40 in an off-campus class.
2. All off-campus courses with enrollment below 10 will be pro-rated.
3. This payment schedule applies to all new on-campus part-time adjuncts eliminating the prior on-campus model of $2500 and $3000.

3. Deans/chairs should submit requests for use of seasonal monies to the provost. No contract requests will be processed unless prior permission to fund a class has been granted from the provost. Salaries must be negotiated for longevity before a contract will be issued. A budget assignment form (available in the Office of the Provost) will be signed by the provost and submitted to Office of the Provost staff for processing.

Revision approved by President Hammond (05-03-06).

SALARIES, VIRTUAL COLLEGE

Purpose/Mission

Off-campus students are a diverse population with differences in educational requirements, motivation, constraints, goals, and opportunities. FHSU's Virtual College accommodates these differences by assisting its students to overcome or minimize barriers such as location, finance, and time by means of available learning resources through mediated delivery of instruction.

The Virtual College coordinates all off-campus, face-to-face, and mediated academic extension programs of FHSU and provides educational, staff development, and training programs through off-campus, face-to-face, and mediated instruction. The Virtual College offers both degree and non-degree programs for students and uses technology to provide programs to place-bound students.

The Virtual College provides college-level courses using mediated technology and practical, customized course work to prepare students for in-demand professional fields in their regions. FHSU's programs offer accessibility to distance conferences and fiber optic connections throughout the Midwest and work in partnership with communities and professional fields to provide high-quality credit offerings.

Policies and Procedures

1. The standard rate of remuneration per credit hour for all nine-month, core faculty teaching in overload status for the Virtual College during any semester or the summer session will be 20 percent of 1/9 of the instructor's regular academic year base salary. Virtual College courses may be taught in-load.

2. All Virtual College courses are compensated based on a minimum of 10 undergraduate/graduate students in all 100-699 level courses (stand-alone courses) and a minimum of 5 graduate students in all courses numbered 800 level and above. A faculty member can be appointed for a pro-rated salary based on the proportion of the identified minimums. The faculty member's signature on the Virtual College appointment form implies consent with the pro-rating of salary as necessary. Student enrollment for salary purposes will be calculated at the end of the 20th day for semester-based classes. During the summer session, student enrollment will be calculated at the end of the fourth day of classes for a four-week course and at the end of the eighth day of classes for an eight-week course.

3. The provost and director of the Virtual College will identify appropriate course maximums in consultation with the Virtual College Advisory Committee, Provost's Council, department chairs and faculty. The Virtual College director may approve extra pay on a per-student basis for enrollment exceeding a course maximum. Permission to exceed a course maximum must be approved by the appropriate faculty member, department chair, college dean and director of the Virtual College.

4. The Virtual College may provide additional assistance to faculty (e.g., graders, proctors for tests, etc., see Virtual College Policies and Procedures).

5. The Virtual College may provide development monies for existing courses redesigned for off-campus use or for new courses (regular Faculty Senate/Graduate Council approval processes apply).

Approved by Faculty Senate (03-99).

SUMMER SESSION PURPOSE, EXPECTATIONS, POLICIES, AND PROCEDURES

Purpose

It is the mission of Fort Hays State University summer session to provide instruction through courses, workshops, and other experiences which meet student needs and contribute to the accomplishment of five primary instructional objectives.

These five primary objectives are to provide instruction which:

1. Satisfies general education requirements;
2. Satisfies major undergraduate/graduate program and cognate requirements;
3. Satisfies certification or recertification requirements;
4. Provides accessible, convenient coursework through the Virtual College; and
5. Addresses emerging special needs.

Expectations

The responsibility of faculty employed during the summer by the University is to carry out the duties as assigned by the department chair and the dean as specified in the summer session appointment. Most contractual relations will involve teaching and service activities as defined in the *FHSU Faculty and Unclassified Staff Handbook*. A faculty member may be appointed for service activities only as required by a department, college, or the University. In special circumstances, faculty may be assigned other programmatic responsibilities by the chair, dean, and provost.

Department chairs will evaluate the faculty members' performance of summer session assigned duties. The results of the evaluations will be utilized by department chairs and deans in awarding future summer appointments, but **will not be used** in annual merit review, promotion, or tenure decisions. The rationale for this guideline is to maintain a level playing field for tenure, promotion, and annual merit purposes. No advantage will be accrued by a person appointed during the summer session. Research and service activities are submitted on an annual basis without regard to the timeframe in which they are performed.

Policies and Procedures

1. The departments develop academic offerings appropriate with the University's mission, strategic objectives, and student needs both on- and off-campus.

2. The provost will use an annual zero-base funding formula that is market driven by the needs of students. This market-driven distribution of summer salary resources will be based on the proportion of total on-campus and Virtual College SCH generated by a college the preceding summer.

3. Department chairs and college deans will identify appropriately qualified faculty to teach summer session offerings and/or perform needed service activities. The rate of remuneration per credit hour for the first and each succeeding on-campus, summer session, three-credit hour, “0” type course for all nine-month, core faculty will be 20 percent of 1/9 of the academic year base.

4. Unless instructed otherwise by a contracted faculty member, a rate of remuneration equal to 20 percent of 1/9 of the academic year base will be added to the first course taught each month or to the first two courses taught during an eight-week session for provision of service activities as defined in the *FHSU Faculty and Unclassified Staff Handbook*. The assumption upon which this formula is based is that an instructor will receive 20 percent of 1/9 only once per month for provision of services.

5. A minimum of 10 undergraduate/graduate students is required in all 100-799 level summer session courses (stand-alone courses). A minimum of 5 graduate students is required in all summer session courses numbered 800 level and above. A faculty member can be appointed for a pro-rated salary based on the proportion of the identified minimums. The faculty member’s signature on the summer session appointment form implies consent with the pro-rating of salary as necessary. Student enrollment for salary purposes will be calculated at the end of the fourth day of classes for a four-week course and at the end of the eighth day of classes for an eight-week course.

6. Normally, a faculty member’s summer session employment appointments cannot exceed nine (9) hours of combined on- and off-campus instruction. Exceptions to this principle can be made in consultation with the faculty member, chair, dean, and provost.

7. The summer salary policy shall not apply to summer instructional and/or research positions where external funding sources (e.g., grants, appointments) can support the full salary of a faculty member, either totally or by supplementing internally allocated summer salary dollars.

8. Department chairs and faculty holding 12-month appointments are expected to contribute to the summer session program. This guideline implies a minimum of two courses during the summer for 12-month faculty. Because of administrative duties, chairs are expected to teach at least one “0” type, three-credit hour course during summer session. Exceptions to the standard can be made by the appropriate chair and dean when unusual circumstances must be addressed.

Endorsed by Faculty Senate in consultation with President Hammond (04-00).

TRAVEL AND SUBSISTENCE ALLOWANCE FOR CANDIDATES INTERVIEWED

1. Candidates' actual and necessary travel and subsistence expenses will be paid as an honorarium supported by original receipts. Lodging can be paid by using a department P-Card or paid by the candidate and reimbursed on the Candidate Receipt Form. Airfare, meals, rental cars, rental car fuel, tolls, and all miscellaneous expenses must be paid by the candidate. The candidate can be reimbursed for meals by the per diem meal allowance (deducting provided meals) or actual meal cost by submitting the original meal receipts. All original receipts paid by the candidate should be given to the department for reimbursement. Departments are to obtain a W-9 (or W-8Ben) while candidate is on campus if the candidate will receive reimbursement. They will be informed in advance that they will be expected to pay their own expenses and keep the receipts. Candidates should receive payment

approximately two weeks after the Candidate Receipt Form is through the approval cycle and receipts are received in the Business Office. Hardship exceptions can be approved by the dean or director.

2. The appropriate administrative head will initiate a requisition with receipts attached. The requisition shall contain the following information regarding the candidate to be paid: a) name, b) social security number, c) current mailing address, d) dates of appearance, and e) position(s) applied for.

3. All travel and subsistence allowances paid to candidates interviewing for positions within a "college" will be charged to the appropriate dean's budgetary account. When recruitment is for a dean, director, etc., the expenditure will be charged to the appropriate vice president's budgetary account.

Revised and approved by President's Cabinet (11-01-88).
Revision approved by Vice President for Administration and Finance (07-22-13).

UNCLASSIFIED CONTRACT POLICY

Unclassified salary contracts should be prepared in the following way:

1. Contracts for continuing persons: The Budget Office is responsible for preparation of all contracts of continuing tenured faculty and administrative personnel. The Provost's office will prepare probationary (tenure track) contracts. The Provost or the Vice President responsible will prepare contracts for other unclassified continuing persons requiring temporary or part-time contracts.

2. Contracts for those not prepared in the initial run: The Provost or the Vice President is responsible for preparing the contracts for their area after the initial contract run is made by the Budget Office. A contract request form is to be prepared by the budget unit requesting an unclassified position. The form is to be approved by the Dean/Director, if applicable, the Equal Employment Opportunity Officer, if applicable, by the Director of Budget and the Provost or Vice President responsible. The approved request form is to be attached to the contract for the President's review. Any contract request form requesting FTE and/or dollars in excess of the amount approved for the position by the President during the annual salary setting process is to be attached to the contract for the President's approval or rejection. Contracts requiring seasonal monies must have an approved form attached and signed by the Provost.

3. a) Contracts should not be issued for periods beyond the end of the fiscal year; b) appointments without FTE should not be made for more than one semester in length and will not receive fringe benefits; c) all restricted-use (grant funded) contracts with FTE should be written on a temporary contract form.

4. The appropriate Vice President will review the contracts for their area while the Provost will review the contracts for the academic areas. The final contracts will be submitted to the President for his/her signature. After signing, the President's Office will return the contracts to the Provost for mailing to individuals. Individually signed contracts will be returned to the Provost. The Provost and Vice Presidents as well as the President's staff, will return their contracts to the Office of the Provost. The original contract will be sent to

the Provost for inclusion in the university personnel file with remaining copies distributed to the appropriate persons.

5. The Budget Office will assist whenever requested.

Approved by Cabinet (08-08-90).
Updated (07-01-04).

UNCLASSIFIED POSITION CONTROL POLICY

1. Position control will exist on all unclassified positions at Fort Hays State University. At the beginning of the fiscal year, each budgeted position with an FTE will be allocated funds that will remain unchanged, except in unusual circumstances to be approved by the Vice President/Provost and President.

2. Temporary savings generated from unoccupied positions will be used in one of two ways: 1) on a temporary basis to meet departmental/program needs (including reassignments) created by the vacancy; 2) to meet the University's shrinkage obligation to the State. Unit heads submit contract request forms through proper channels to request temporary utilization.

3. Merit salary increase funds will be allocated to the vice presidents and provost by computing percentages for all permanently filled positions, not vacant positions.

4. Unit heads can request unclassified salary resources to upgrade vacant positions through the University Strategic Planning process. Requests for unclassified salary resources for other reasons or that do not fit within the timelines required by the normal Strategic Planning process can be submitted to the provost/vice president by May 1 of each year. These proposals become effective the following fiscal year and require the president's approval.

5. All affected parties cannot propose reallocation for positions that are shared by two or more Vice Presidents without agreement.

6. The Vice President for Administration and Finance will provide the President with an estimate of uncommitted unclassified resources that are available to fund strategic needs by May 15 of each year. Among the sources of these funds are: 1) savings from merit increases not allocated to vacant positions; 2) savings from filling vacant positions at a salary level that is less than the amount budgeted in the line; and 3) extra State appropriations. Potential uses for these funds are: 1) promotions and degree completions; 2) equity issues as identified by appropriate parties; 3) annual "new hire" funds to be distributed to the Provost; 4) other University level strategic needs including those described in number 4 above; and 5) distribution to Unclassified positions using the University equity adjustment formula.

Revised (09-08-99).

UNCLASSIFIED PROFESSIONAL STAFF

This section includes policies and procedural guidelines regarding appointment, promotion, evaluation, termination, and other matters specifically related to unclassified professional staff. Other matters that pertain to all unclassified staff are covered elsewhere in this Handbook.

Unclassified Professional Staff members of the University are those unclassified, non-student employees who are not identified as faculty members. These staff members engage in administration, education and research in support of the mission of the institution. If a staff member also holds a regular faculty or academic staff appointment, faculty or academic staff policies and procedures will apply.

<u>Employment</u>

Initial Employment

Unclassified Professional Staff members shall be selected and appointed in accordance with prevailing policies and practices within the University and the particular department, school, division, or unit. Such policies shall include those on appropriate search, interview, and review. The terms and conditions of each initial appointment must be stated in writing, approved by the appropriate administrator (Provost, assistant provost, vice president, dean, or university director), or his/her designated representative, and communicated to the prospective appointee for written acceptance before the appointment is finalized.

A description for each position shall be approved by the appropriate administrator (Provost, assistant provost, vice president, dean, or university director) or his/her designated representative. A written position description will be provided to the employee at the time of initial employment. This description should be reviewed annually, or, if significant changes occur, updated more frequently. The unit administration will make the final determination of the position responsibilities and priorities.

Titles

Titles for Unclassified Professional Staff members should reflect the responsibilities and qualifications of the positions and individuals covered under this policy. These titles must be selected and approved by the appropriate administrator (Provost, assistant provost, vice president, dean, or university director), or his/her designated representative and approved for use by the University.

Professional Development

The University recognizes the value of professional activities, such as conferences, workshops, and meetings, which enhance the professional development of staff members. Such activities should be encouraged, and when appropriate and advantageous to the performance of the employee and to the unit, release time and/or reimbursement of related expenses may be approved in accordance with institutional policies and practices. Release time with pay may be granted in meritorious cases when the project or activity undertaken by the individual is considered to be appropriate to the individual's area of competence and is in the best interests of the individual and the University.

Benefits

Unclassified Professional Staff members who are appointed at least half-time to a budgeted position are afforded the following benefits: group health and hospitalization insurance, group life and disability insurance, worker's compensation, unemployment compensation, retirement benefits, leave without pay, sick leave, bereavement leave, shared leave, vacation leave, military leave, state designated holidays and other privileges and general perquisites.

Individuals who hold appointments of less than half time may be eligible for some benefits. These benefits, described more specifically in the University Human Resource Office, are subject to change by the University, the Board of Regents, and the Kansas Legislature.

Promotion

Promotion of an Unclassified Professional Staff member must be in accordance with the University's affirmative action and equal opportunity policies and must be approved by the appropriate administrator or his/her designated representative.

The University shall at all times seek to attract, retain and reward staff members who consistently perform effectively. Promotions, and any accompanying salary increase, are important means of acknowledging such performance.
Promotions must be approved by the appropriate administrator (Provost, assistant provost, vice president, dean, or university director), or his/her designated representative. Promotions shall be made on the basis of increased responsibilities or a change of duties and shall be awarded for achievement rather than for mere length of service or as an incentive to greater effort.

A staff member should receive feedback about his/her performance throughout the year. Each unclassified professional staff member shall be evaluated at least once a year. Each unit shall develop its own evaluation process that will include, but is not limited to, the following elements:

a. The duties stated in the job description shall provide the primary basis for the evaluation.

b. The evaluation process should afford the opportunity for the supervisor and employee to review the job description and clarify or update it as necessary.

c. Goals for the coming year may be set and may become part of the next evaluation.

The supervisor will discuss the evaluation with the employee and provide an opportunity for discussion of the evaluation. The results of the evaluation shall be provided to the employee in writing. An employee who disagrees with the evaluation may appeal it through the appropriate administrative channels.

Reappointment

Unless a more limited term of appointment has been stated in writing or timely notice of non-reappointment has been given, appointments to unclassified professional staff positions will be renewed at the beginning of the fiscal year.

Notice of Non-reappointment

Upon recommendation of the appropriate administrator (provost, assistant provost, vice president, dean, or university director), or his/her designated representative a written notice of non-reappointment will be sent to the appointee. The unclassified professional staff member will have an opportunity to discuss the non-reappointment with the next level of management. The written notice of non-reappointment may include information about the reason for non-reappointment.

Notice of non-reappointment is to be given as early as possible. The individual must be provided notice no later than 30 days prior to the end of the current appointment if said appointment.

It is recognized that the positions of some unclassified professional staff members may be funded from sources such as externally supported grants and contracts and that termination of such support provides a bona fide cause for termination of appointment without the usual notice. Individuals will be informed at the time of appointment, or at the time the funding basis is changed, that the position is a limited term appointment.

In the event of termination because of a discontinuance or reorientation of a program, or termination at any time due to budgetary constraints, the appropriate budgetary unit will actively assist the affected staff member in seeking transfer to other budgetary units of Fort Hays State University, or to other State agencies, or in seeking other employment.

A staff member who asserts that a decision to give notice of non-reappointment constitutes a violation of established procedures of the University or of the unit is entitled to appeal such decision. (See section entitled "Conflict Resolution," below.) Employees given notice of non-reappointment in accordance with the standards described above may appeal only on the basis that the notice of non-reappointment constitutes a violation of established procedure.

Resignations

Resignations should always be submitted in writing to the appropriate administrator (provost, assistant provost, vice president, dean, or university director), or his/her designated representative who will acknowledge the resignation on behalf of the University.

Unless an earlier date is requested and approved, the effective date of the resignation shall be the expiration date of the current appointment. If an earlier date is specified, the date should be established at a time that will not cause a significant interruption of the ongoing work of the department, school, or division. The resignation should be submitted at least three months in advance of the requested termination date.

Leaves of Absence

Release Time. Under appropriate circumstances, upon the recommendation of the Provost, or appropriate vice president, the President may authorize release time with pay from regularly assigned responsibilities.

Release time may be granted, in strictly meritorious cases, to an unclassified professional staff member when the project or activity to be undertaken by the individual is considered to be appropriate to the individual's area of competence and in the best interest of the individual and the University. Under appropriate circumstances, professional development travel funds may be made available.

Leave Without Pay. A staff member who applies for a leave of absence without pay may be granted such leave when it is considered to be in the best interest of the individual and the University.

A leave without pay may be granted for purposes such as extended illness, certain family-related needs, or educational/professional advancement. Leaves without pay for purposes of childbearing, child-rearing, or other family-related needs will be granted in accordance with applicable University, state, and federal regulations. A written application with the endorsement of the appropriate chairperson or director should be submitted to the appropriate administrator (Provost, Assistant Provost, vice president, dean, or university director), or his/her designated representative. Board of Regents policy states that a leave without pay for up to three years may be granted by the chief executive officer of the institution when he or she judges that such leave is in the best interests of the institution.

Disciplinary Actions

Employees may be disciplined for reasons of, including but not limited to: inadequate performance, misconduct, violation of established policies and procedures, or other employment cause.

An employee will receive disciplinary action appropriate to the misconduct or other infractions committed, with consideration given to work history as well as the nature of the misconduct or infraction.

Disciplinary action may include, but is not limited to, warning, reassignment, reduction or elimination of merit salary increases for one or more years, administrative leave without pay, demotion, and dismissal.

For seriously inadequate performance or cause, the employee may be terminated at any time. In such case, the employee shall have the right to be informed in writing of the reason for action taken, shall have an opportunity to discuss the proposed action with the supervisor or designate, and may appeal the dismissal in accordance with the provisions of the "Conflict Resolution" section.

Problems of performance or conduct should be addressed in a timely manner, and when feasible, adequate time should be allotted for improvement to occur. Before any disciplinary action is taken, if possible, the supervisor will first advise the employee of the misconduct or the inadequacy of his/her performance and will attempt to reach a solution to the problem. Whenever possible, problem resolution should entail a meeting between the employee and the supervisor. A summary of this meeting, including the agreement reached and the applicable time allotted for improvement, should be documented in writing and signed by both parties. Follow-up meetings between the employee and supervisor should occur to ensure that performance is improved or misconduct has not reoccurred.

When an instance of misconduct or poor job performance is determined to be of a severe nature, the reassignment, administrative leave without pay, demotion, or dismissal of an employee may occur in the absence of any prior discipline. In such case, the employee shall have the right to be informed in writing of the reason for the action taken and shall have an opportunity to discuss the proposal with the supervisor or a designate. Employees so disciplined will retain all applicable appeal rights. (See section entitled “Conflict Resolution and Grievance Procedure.”)

A staff member who asserts that a disciplinary decision constitutes a violation of established procedures of the University, or that the decision fails to show adequate cause, should first review the proposed action with the immediate supervisor within ten working days of notification of the proposed disciplinary action. If the matter is still unresolved after this review, the employee may pursue his/her appeal. (See section entitled "Conflict Resolution and Grievance Procedure.")

Conflict Resolution and Grievance Procedures

The conflict resolution process described here is intended to help members of the unclassified professional staff address complaints related to the policies and procedures outlined above.

Specialized Procedures

The conflict resolution process described here is the sole process available to unclassified professional staff members, except that problems falling into the following areas shall be referred to the following entities:

(a) Grievances involving discrimination on the basis of race, religion, color, sex (including sexual harassment), national origin, ancestry, veteran status, disability, age, sexual orientation, or parental or marital status are to be taken to the Equal Employment Opportunity Office.

(b) Disputes involving summons or citation for violation of parking and traffic rules are to be taken to the Traffic / Parking Committee.

(c) Disputes involving Merit pay decisions are to be taken to the appropriate administrator (provost, assistant provost, vice president, dean, or university director), or his/her designated representative.

(d) Disputes involving safety issues are to be taken to the appropriate administrator (provost, assistant provost, vice president, dean, or university director), or his/her designated representative.

Grievance Procedures

1. Informal resolution at the lowest possible level is preferable, it is recommended that informal meeting with the applicable parties and mediation be attempted before resorting to the grievance process described in this article, numbers 2-5. The staff of the Human Resource Office is available to assist with mediation efforts at any level. <u>Parties may mutually agree to use any University employee as a mediator for the dispute</u>.

2. Step One: Following mediation attempts, the grievant may apply, in writing, to the unit director or other persons in charge of the unit to meet to resolve the grievance in a formal grievance process.

    a. If agreement can be reached at this level, the grievance is concluded. A letter outlining the issues and the resolution shall be issued.

    b. If agreement is not reached, a letter outlining the issues, information considered and the decision reached shall be issued.

3. Step Two: If the grievance has not been resolved by the Step One process, the grievant may request, in writing, within 5 working days of the date of the final decision rendered in Step One that the appropriate Provost, vice president, or his/her designated representative meet with the grievant for a step two grievance meeting.

a. The purpose of Step Two is to review information and issues discussed in Step One. No new information should be presented. Each party may present a summary of their positions.

b. In the event new information is discovered that would, in the opinion on of the administrator reviewing the grievance at Step Two, alter or change the Step One decision, the matter will be referred back to Step One for further consideration.

c. A letter outlining the issues, information considered, and the decision reached shall be issued within 10 working days of the presentation of the grievance at Step Two.

4. Step Three: Optional: In the event the grievance decision in Step One would result in termination of employment of the grievant, either the grievant or the reviewer in Step Two may request that the President refer the matter to a three-person panel and shall provide written statements to be considered by the review panel.

   a. The President or his/her designated representative shall notify the parties, who shall have five working days from receipt of such notification to provide written statements for the committee. Statements will be submitted to the President's office for committee distribution.

   b. The President or his/her representative shall appoint the panel within five working days of receipt of the request.

   c. No individual who has participated in earlier attempts to resolve the grievance or who has been involved in the case shall be appointed to the panel.

   d. The panel will review the decisions made in Step One and Two, any relevant documents, letter and other materials, including any written statements provided by either party and within 10 working days of receipt of the written grievance materials shall prepare written recommendations that shall be submitted, on an advisory basis only, to the President or his/her designated representative.

   e. Upon issue of the advisory letter, the grievance will automatically move to Step Four, presidential review.

5. Step Four: If the grievance has not been resolved by the Step Two process, the grievant may request, in writing, within 5 working days of the date of the final decision rendered in Step One, that President or his/her designated representative review all prior grievance material and meet with the grievant for a Step Four grievance meeting.

   a. The purpose of Step Four is to review information and issues discussed in Step One, Two and Three, if applicable.

   b. No new information should be presented.

   c. Within ten working days of the receipt of the recommendation in Step Three, the President or his/ her designee shall issue a statement of final disposition to the employee and, where applicable, the Unit supervisor / director.

   d. The President's decision is the final decision University decision regarding the grievance.

Confidentiality

All matters discussed in the grievance process are kept in confidence, and information shall be released to only those individuals who have a legitimate reason to be informed of the information. Threats or actual incidents of retaliation, questions regarding the release of information, and breaches of confidentiality should be made known to the office of the President.

Approved by President's Cabinet (01-01-02).

UNCLASSIFIED PROFESSIONAL STAFF FURLOUGHS OR PAY REDUCTIONS

Purpose

It may become necessary to implement an employee furlough or pay reduction in order to respond to diminished state funding or other financial difficulties. Kansas statutes and regulations governing classified employees contain required procedures for furloughs of classified employees, and furloughs and pay reductions of unclassified teaching staff are subject to negotiations with FHSU-AAUP. Therefore, it is the purpose of this policy to only establish the authority and procedure for furloughs and pay reductions of unclassified professional (administrative/non-teaching) staff.

Policy

It is the policy of Fort Hays State University to implement an employee furlough or pay reduction only when necessary, and in a manner which ensures maintenance of university operations to the extent possible while also responding to a financial difficulty. Furloughs or pay reductions will be implemented in a manner that is fair to all affected employees and is sensitive to the mission and needs of the University. While the University maintains the discretion to determine whether budget shortfalls will be addressed with furloughs or pay reductions, furloughs will be the preferred method.

Furloughs

A furlough is the placement of an employee in a temporary leave without pay status for a specified number of hours within a specified time frame. If at all possible a furlough will affect all unclassified professional staff members to the same extent. The furlough will also occur to the extent possible during the same fiscal year. The furlough may be implemented by reducing hours for every week of work, or by reducing the number of days worked in a specified week, month or year. **With this policy, notification is hereby given that no overtime is authorized or will be paid for hours worked in excess of designated work hours during the period in which the furlough occurs.** By way of example and without limiting the application or affect of this statement, if a furlough results in all employees working 32 rather than 40 hours during each week between the end of the spring and the beginning of the fall semesters, no employee is authorized to work more than 32 hours during such time period.

Pay Reductions

A pay reduction may be implemented to also respond to financial difficulties, but where circumstances would not allow for a furlough. For example, a mandated budget reduction may be so severe as to require several days of employee furloughs, but such a furlough would drastically impact the services provided to students or other members of the University community. Therefore, a pay reduction, rather than a furlough, would be the better option under this circumstance. The University will limit any pay reduction to the least possible amount, and will attempt to restore the original salary as soon as possible. The relative percentage of the reduction will normally be the same among all employees covered by this policy.

Notice to Affected Employees

The decision to implement an employee furlough or pay reduction will be made by the President after consultation with the President's Cabinet. An announcement will be made as soon as possible after the decision is made to implement a furlough or pay reduction, and written notification will be provided to each affected employee. Affected employees will be given as much advance notice as possible but not less than 30 calendar days prior to implementation of the furlough or pay reduction.

The furlough announcement will include details of the furlough plan, including but not limited to positions affected, the beginning and ending date of the furlough, the number of hours/days reduced, and whether the employee has a choice of when or how to implement the furlough.

The pay reduction announcement will identify the amount of the pay reduction, and the time period over which the reduction will occur.

Affect on Benefits

An employee's social security and retirement contributions will be affected under a furlough or pay reduction, but all other benefits, including the accrual of vacation and sick leave, shall continue. Neither a furlough nor a pay reduction shall affect the employee's continuous service, length of service, eligibility to participate in the Board of Regent's Tuition Assistance Plan, pay increase anniversary date, or eligibility for authorized holiday leave or pay.

Adopted by President's Cabinet (05-06-09).

VISITING FACULTY

An individual may be invited to serve as a visiting faculty member at Fort Hays State University for not more than 12 months (including summer session). A visiting Faculty member may be given rank commensurate with the individual's qualifications and the rank as defined at FHSU (e.g., visiting assistant professor). A visiting faculty member may be continued in employment at FHSU as a temporary faculty member.

Approved by President Edward H. Hammond (02-13-92).

CHAPTER 4 -- FACULTY: BENEFITS, RESPONSIBILITIES, AND SPECIFIC REQUIREMENTS

ACADEMIC RECORDS POLICY FOR UNCLASSIFIED PERSONNEL

See Personnel Files in this chapter.

ANIMALS IN RESEARCH AND EDUCATION, CARE AND USE OF

The use of vertebrate animals for teaching, research and exhibition by Fort Hays State University must comply with public laws, policies, and guidelines and be reviewed and approved by the FHSU Institutional Animal Care and Use Committee.

Personnel involved in the research or the educational use of animals must receive appropriate training in humane handling and care of animals.

All animals used for research or educational purposes must be housed in appropriate institutional facilities that are approved by university administration and the IACUC. Building new facilities or renovating existing facilities for the care and use of animals must meet or exceed federal guidelines, and must be approved by the university administration, university architect and the IACUC.

The policy does not apply to non-vertebrate animals or to personal pets.

To view full policy and supporting documents, see University Policies page
www.fhsu.edu/policies/grants-and-research

Approved by President's Cabinet (06-13-12).
Adopted by Executive Leadership Team (01-29-16).

CHRONIC LOW PERFORMANCE POLICY

Policy on Chronic Low Performance

Chronic failure of a tenured faculty member to perform his or her professional duties as defined in the respective unit will constitute evidence of "chronic low performance" and warrant consideration for "dismissal for cause" under existing University policies. The faculty of each department will develop a set of guidelines describing the minimum acceptable level of productivity for all applicable areas of responsibility for the faculty as well as procedures to handle such cases. If requested by the faculty member, the departmental faculty must be involved in the decision leading to the identification of an individual as falling below a minimally acceptable level. When a tenured faculty member's overall performance falls below the minimum acceptable level, as indicated by the annual evaluation, the department head shall indicate so in writing to the faculty member. The department head will also indicate in writing a suggested course of action to improve the performance of the faculty member. In subsequent annual evaluations the faculty member will report on activities aimed at improving performance and any evidence of improvement. The names of faculty members who fail to meet minimum standards for the year following the department head's suggested course of action will be forwarded to the appropriate dean. If the faculty member has two successive or a total of three evaluations in any five-year period in which minimum standards are not met, then "dismissal for cause" will occur subject to the results of appeal, if any. The status of "chronic low performance" may be appealed, via the Faculty Hearings and Appeals Procedures of the Grievance Policy, including a hearing by a University Appeals Committee. Each college will develop procedures to implement this policy and for approval of departmental guidelines. The Provost will review and discuss the overall college plan and departmental guidelines. This policy will apply to administrators in their duties as tenured faculty.

It also is clearly understood that faculty renewal, development, and improvement are of critical importance to the University in its pursuit of excellence. Each department will develop means of providing feedback to the individual so that he or she can maintain high levels of performance. Faculty members also have a personal responsibility to maintain or improve performance and are encouraged to participate in professional development activities. The department head, after consultation with the dean of the college, will consult with the individual about improvement activities. At some point in the process, the department chair has the prerogative to refer the faculty member in question to the University's Teaching Excellence Coordinator for evaluation, counseling and possible mentoring.

The finding of chronic low performance must not abuse academic freedom or be used as a cover for discriminatory, unfair, arbitrary, or capricious dismissal. If, on the basis of the faculty member's presentation of the evidence, the appropriate appeals level concludes that such factors were considered in formulating the recommendation to dismiss, the appropriate appeals level shall recommend to the University President that the proceeding to dismiss be terminated.

Approved with revisions by President Edward H. Hammond (09-19-96).

CODE OF ETHICS

Faculty and staff in all their dealings with each other and with students and the public are expected to conduct themselves in an ethical and professional manner. In situations where possible conflicts of interest or ethical considerations are involved, prompt consultation with supervisory or administrative officers is recommended and expected. The University community operates on the basis of open channels of communication by dedicated personnel united in the support of whatever is best for the institution. Problems should, therefore, be dealt with promptly on an ethical basis as they arise. Faculty and student esprit de corps and morale are best developed by close cooperation and ethical behavior at all times.

COMMENCEMENT

All faculty members are expected to march in the formal academic procession at the spring commencement. Faculty on leave (sabbatical, leave without pay, and disability) will also be included in the line of march. If a faculty member does not own academic regalia, FHSU masters' hoods and gowns are available for purchase at the Memorial Union Bookstore. Faculty wishing to rent doctoral gowns can do so by contacting the Memorial Union Bookstore.

COMMITMENT OF TIME, CONFLICT OF INTEREST, CONSULTING AND OTHER EMPLOYMENT POLICIES OF THE BOARD OF REGENTS

Purpose

The Board of Regents encourages the Regents universities to interact with business, industry, public and private foundations, and government agencies in order to assure the relevance of their missions of teaching, research and service; to provide for and facilitate the professional development of their faculty and staff; and to promote the rapid expansion and application of knowledge, gained through research, to the needs of Kansas, the region and the nation. With particular reference to such collaboration, the Board of Regents considers it of utmost importance that University employees conduct their affairs so as to avoid or minimize conflicts of time commitment and conflicts of interest, and that the Regents universities must be prepared to respond appropriately when real or apparent conflicts arise.

To those ends, the purposes of this policy are to: (i) educate about situations that generate conflicts; (ii) provide means for full and part-time faculty and staff and the University to manage real or apparent conflicts; (iii) promote the best interests of students and others whose work depends on faculty direction; and (iv) describe situations that are prohibited. Every full and part-time employee, except for student employees, has an obligation to become familiar with, and abide by, the applicable provisions of this policy. If a situation arises, raising questions of real or apparent conflict of time commitment or conflict of interest as described in this policy, affected employees must meet with their department chair, dean or supervisor, report the conflict as described below, and eliminate the conflict or manage it in an acceptable manner. Additionally, every full and part-time employee, except student employees, shall report, as required below, any consulting arrangements, significant financial or managerial interests, or employment in an outside entity, the financial or other interests of which would reasonably appear to be directly and significantly affected by their research or other university activities.

Policy Statement

1. Conflict of Time Commitment

   a. Attempts to balance University responsibilities outlined in the preamble with external activities, such as, but not limited to, consulting, public service or pro bono work, can result in real or apparent conflicts regarding commitment of time and effort. Whenever a full-time faculty or unclassified staff member's external activities exceed reasonable time limits, or whenever an unclassified staff or faculty member's primary professional responsibility is not to the university, a conflict of time commitment exists.

   b. Conflicts of commitment usually involve issues of time allocation. Full-time faculty members and unclassified staff of Regents universities owe their primary professional responsibility to their employing universities, and their primary commitment of time and intellectual effort should be to the education, service, research and scholarship missions of said university. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments. The specific responsibilities, position requirements, employment obligations and professional activities that constitute an appropriate and primary commitment of time will differ across colleges and departments, but these responsibilities, requirements, obligations and activities should be initially premised on a general understanding of full-time commitment for full-time faculty and unclassified staff of the university. Exceptions must be justified and shown to enhance the university's mission and must be approved in advance by the faculty or staff member's supervisor.

2. Conflict of Interest

   a. A conflict of interest occurs when there is a divergence between an individual's private, personal relationships or interests and his/her professional obligations to the University such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal benefit, gain or advantage.

   b. Whether a conflict of interest or the appearance of one exists depends on the situation, not on the character or actions of the individual, and must be determined objectively on a case by case basis. The appearance of a conflict of interest can be as damaging or detrimental as an actual conflict. Thus, individuals are asked to report potential conflicts so that appearances can be separated from reality.

   c. Situations involving potential conflicts of interest are common in a modern university and must be addressed. State universities have as part of their mission the promotion of the public good by fostering the transfer of knowledge gained through university research and scholarship to the private sector. Two important means of accomplishing the university's mission include consulting and the commercialization of technologies derived from research. It is appropriate that University personnel be rewarded for their participation in these activities through consulting fees and sharing in royalties resulting from the commercialization of their work. It is not appropriate, however, for an individual's actions or decisions made in the course of his or her university activities to be determined by considerations of personal financial gain. Such behavior calls into question the professional objectivity and ethics of the individual and it also reflects negatively on the employing university. State universities are institutions of public trust; faculty and unclassified staff must respect that status and conduct their affairs in ways that will not compromise the integrity of the university.

   d. Except in a purely incidental way, University resources, including but not limited to, facilities, materials, personnel, or equipment shall not be used in external activities unless written approval has been received from the university's chief executive officer or his/her designee. Such permission shall be granted only when the use of university resources is determined to further the mission of the university. When such permission is granted, the faculty or staff member shall make arrangements to reimburse the university for university materials, facilities or services used in the external activity. Such use shall not be authorized if it violates the Regents policy on Sales of Products and Services.

   e. Proprietary or other information confidential to a Regents university shall not be used in external activities unless written approval has been received in advance.

   f. University personnel shall not involve University students, staff or faculty in their external activities if such involvement is in any way coerced or conflicts with the involved participants' required commitment of time to the University. For example, a student's grades or progress towards a degree may not be conditioned on participation.

3. State Ethics Statutes

All employees shall adhere to all applicable state ethics statutes.

Consulting and Other Employment

1. Consulting for Other State of Kansas Agencies

   Consulting by faculty members and employees of universities under the jurisdiction of the Board for another university under the jurisdiction of the Board, as well as consultation for other state agencies, shall be approved in advance by the university or agency seeking these services and approved by the employee's home university. The home university shall effect payment through the regular process and shall receive reimbursement through the inter-fund transfer process.

2. Consulting Outside the University

   For members of the faculty, the university permits and, indeed encourages, a limited amount of consulting activity outside the faculty member's reasonably construed total professional responsibilities of employment by and for the university, on subjects that are within the faculty member’s area of professional expertise, provided such activity: (a) further develops the faculty member in a professional sense or serves the community, state, or nation in an area related to the faculty member’s professional expertise; (b) does not interfere with the faculty member's teaching, research and service to the university; and (c) is consistent with the objectives of the university. Regular instructional service to other universities is normally regarded as inappropriate and is thus generally prohibited. Without prior approval, faculty members on fulltime appointments shall not have significant outside managerial responsibilities, nor act as principal investigators, on sponsored projects that could be conducted at their employing university but instead are submitted and managed through another organization. With approval of the President of Fort Hays State University or a designee, the commitment to professional and consulting work shall not normally exceed thirty-nine (39) calendar days per academic year for academic year employees and forty-eight (48) calendar days per fiscal year for fiscal year employees. Additionally, the work must not interfere with normal University duties, including those extra responsibilities expected of all such employees, and must be in addition to rather than a part of normal full-time University duties.

3. Other Employment

   The Board of Regents expects all faculty and staff employed by the Regents universities to give full professional effort to their assignments. It is therefore considered inappropriate to engage in gainful employment outside the university that is incompatible with university commitments. It is inappropriate to transact business for personal gain unrelated to the university from one's university office, or at times when it might interfere with commitments to the university. Participation in academic conferences, workshops and seminars does not usually constitute consulting or outside employment. However, organizing, operating, or participating in such meetings for profit may be construed as consulting or outside employment as defined in this policy.

Reporting Requirements

1. Annual Reporting of Consulting Arrangements, Significant Financial or Managerial Interests, and Outside Employment

   As part of the annual appointment process, all faculty and unclassified staff shall disclose to the university whether they or members of their immediate family (spouse and dependent children), personal household, or associate entities (e.g., corporations, partnerships or trusts in which they have a significant interest) have consulting arrangements, significant financial or managerial interests, or employment in an outside entity. This report and information shall be provided to the university no less than once each year.

   For purposes of this policy, significant financial or managerial interests (or significant financial or other interests) mean all holdings greater than $5,000 or more than 5% ownership in a company.

   Failure to timely submit the required reporting form to the university, shall result in denial of the opportunity to submit research proposals to external funding agencies until the form is submitted and may result in discipline in accordance with University procedures. When the university determines that the information submitted indicates that a conflict of time, commitment or interest does exist, the university may require the faculty or unclassified staff member to submit additional information and explanation regarding that conflict.

2. Ongoing Duty to Report Consulting Arrangements, Significant Financial or Managerial Interests, and Outside Employment as They Occur

   In addition to the annual report that faculty and unclassified staff are required to make, all faculty and staff shall disclose any current or prospective situations that may raise questions of conflict of time commitment or conflict of interest, as soon as such situations become known. Such reports shall be made to the department chair or dean or supervisor of that staff or faculty member.

3. Federal Reporting Requirements

   State universities are required to adhere to and implement any additional policies and procedures and disclosure requirements that are imposed by applicable federal conflict of interest laws.

4. Prior Approval for Consulting and Other Employment Outside the University

   Faculty and staff shall inform the chief academic officer, through the department chair and the dean, or the appropriate vice president through the approved chain of authority, of all consulting activities and employment outside the university for which the employee is compensated. The faculty or staff member shall report in writing the proposed arrangements, and secure approval prior to engaging in the consulting activities or other employment. The report shall indicate the extent and nature of the consulting activities or employment, the amount of time to be spent, including travel time, and the amount of time to be spent or expected to be spent on all such outside consulting activities or employment during the coming academic year.

5. Disposition of Reports

All required reports shall be submitted to the chief academic officer, through the department chair and the dean, or the appropriate vice president through the approved chain of authority, and shall be included in individual personnel files to be used for the determination of whether an individual is in compliance with this policy. Such reports shall also be available to university research officers to permit certification and/or verification of compliance with federal regulations. Universities must maintain these reports for a minimum of three years.

6. University Conflict of Interest Committee

a. Conflict of Interest Committee Formation

In April of each spring semester, the Provost will select the members for the Conflict of Interest Committee for the following year and notify them of their selection. However, for the first year, the Provost will appoint the Committee after the policy and procedures are approved.

b. Conflict of Interest Committee Membership

The membership of the Committee will be drawn from the full-time teaching faculty of the University. However, membership shall not include the chair of any academic unit, or assistant dean, or associate dean, or dean of any college or school. The Committee will consist of seven (7) voting faculty members. One voting member will be selected from lists of at least three nominees submitted to the Provost by each of the five college deans (Arts, Humanities and Social Sciences, Business and Entrepreneurship, Education, Health and Behavioral Sciences, Science, Technology and Mathematics), the Dean of Graduate Studies, and the President of Faculty Senate. The Provost will select one at-large representative. The Provost will appoint one person to call the organizational meeting each year. The Committee will select its own chair and secretary. The chair will be a voting member of the Committee. The Committee members will serve for two years with staggered terms. (Three of the seven initial members will be appointed for one-year terms.)

7. Review Guidelines

a. Conflict of Interest Committee Objectives:

The principal objective for the Committee and responsible administrators is to help ensure that faculty and the University avoid activities where the risk to integrity and reputation as a result of an external activity outweighs the value of the activity to academic and societal goals. Guidelines for appropriate activity are described in the Kansas Board of Regents policy, <u>Commitment of Time, Conflict of Interest, Consulting and Other Employment</u>, as well as in relevant publications of the National Science Foundation, the National Institute of Health, or other federal agencies as appropriate.

b. Conflict of Interest Committee Review Process:

In the event that the Provost does not approve a proposed activity, the Provost will notify the chair of the Conflict of Interest Committee. The chair of the Committee will be responsible for bringing together the Committee members to review the proposed activity.

Upon receiving a request for review from the Provost, the Conflict of Interest Committee will review information pertaining to the questioned activity. In order to reach an informed judgment and recommendation, the Committee may request additional information from the faculty member, from the chair or the academic supervisor, from the college dean, from the Provost, or from external sources. Review and decisions on proposed activities for this section must be completed within ten (10) working days after submission of the Disclosure Form to the Committee. The Committee may extend its deadline by ten (10) working days if important information from external sources is required. The Committee will notify the individual or individuals submitting the activity, the chair of the department, supervisor of the academic unit, the dean of the college and the Provost of this extension.

The Committee will submit to the Provost a written recommendation signed by all Committee members. Committee recommendations might include but are not limited to the following: approval of the activity as proposed if it is concluded that the potential for conflict is remote or inconsequential; requirement of periodic oversight by individuals independent of the employee; divestiture of the financial interest; assignment of different faculty members without a financial interest to control the activity; termination of the activity; termination of a grant awarded before the conflict became known.

In special circumstances the Conflict of Interest Committee may approve the activity for a limited period of time due to the potentially great benefit from the activity even though there is a high potential for conflict of interest. The circumstances, restrictions, and conditions of continuation will be carefully and fully detailed in writing. Such restrictions and conditions might include but are not limited to public disclosure of significant financial interest, monitoring of research by independent reviewers, or modification of the research plan or activity.

c. Conflict of Interest Committee Reporting:

The Conflict of Interest Committee will report its recommendation in writing to the Provost. The Provost will consult with the President in making the final recommendation. In reaching this decision, the President and Provost will strongly consider the Committee's recommendation. The Provost will communicate the final recommendation to the faculty member or unclassified staff, to the chair of the faculty member's department, to the supervisor of the academic unit, to the dean, and to the University Conflict of Interest Committee. These parties will initiate appropriate steps to implement the final recommendation. The final decision will be filed in the individual's personnel file in the Office of the Provost.

Committee section of retired *Conflict of Interest and Conflict of Time Reporting Procedures* appended to revised Commitment of Time policy in the Faculty and Unclassified Handbook per General Council (07-01-13).

Use of University Name

The Name of the Board of Regents, a state university or the Regents System may never be used as an endorsement of a faculty or staff member's external activities or by any outside entity for any purpose without expressed and advance written approval of the University chief executive officer or the Board's CEO, as appropriate. Faculty and staff members may list their university affiliation in professional books, articles and monographs they author or edit and in connection with professional workshops they conduct or presentations they make without securing approval.

Distribution and Dissemination

This policy statement will be distributed upon initial appointment to all faculty and staff at Fort Hays State University.

Approved by President’s Cabinet (05-29-02)
Revision approved by President’s Cabinet (05-08-13)

COMMUNITY ACTIVITIES

The University encourages faculty members to take an active part in community affairs. It is desirable that faculty members participate in activities which promote the civic betterment of Hays and western Kansas and make their particular expertise available to the community.

CONFLICT OF INTEREST AND CONFLICT OF TIME REPORTING PROCEDURES

See Chapter 1, Commitment of Time, Conflict of Interest, Consulting and other Employment Policies of the Board of Regents.

CONFLICTS WITH SCHEDULED OBLIGATIONS

Faculty members shall not allow activities unconnected with their campus responsibilities to interfere with their campus obligations.

CONSENTING RELATIONS POLICY

Policy Statement on Consenting Relations

Definitions

"Professional power differential" refers to any relationship or association that involves persons of unequal power (e.g., administrator and faculty, faculty and student, supervisor and employee). A "professional power differential" exists whenever one individual has authority over another individual. For example, a faculty member will always be treated as having a power differential in relation to a student if the student is in an educational experience where the faculty member has authority to assign grades, make recommendations for further study and future employment, or make other valuative judgments. These principles also apply to administrators and supervisors in their relationships with students, faculty, unclassified staff, and university support staff over whom they exercise any authority to make valuative judgments.

Rationale

Fort Hays State University recognizes that administrators, supervisors, and faculty are entrusted with considerable power in their relationships with subordinates and with students. Administrators, supervisors, and faculty are expected to exercise that power in such a manner as to inspire trust and respect. This trust and respect is inevitably jeopardized when a member of the University community engages in a romantic or sexual relationship that involves a professional power differential. A power differential, by its very existence, compromises the subordinate or student's ability to decide freely. Moreover, other employees or students may be affected by such unprofessional behavior as it may create favoritism or the appearance of favoritism at the expense of others.

Policy

This policy does not seek to prohibit all sexual or amorous relationships between consenting adults within the University community. Rather, *this policy strongly discourages any sexual or amorous relationship which involves a professional power differential, even where the relationship appears to be a consensual one*.

Guidelines

1. It is the responsibility of the administrator, supervisor or faculty member to recognize that a power differential exists.

2. It is the responsibility of the administrator, supervisor, or faculty member to recognize that a conflict of interest may arise from these relationships.

3. It is recommended that the administrator, supervisor, or faculty member who is involved in such a relationship should either:

    a. remove him/herself from the position of authority (e.g., a faculty member serving on the merit, tenure, or promotion committee of a faculty member with whom he/she has become involved in a consensual relationship should remove him/herself from the committee), or

    b. report the existence of the relationship to a superior (such as department chair, dean, vice president, or equal employment opportunity officer) so that fairness and equity can be monitored.

4. It is further recommended that the administrator, supervisor, or faculty member should document the existence of the relationship and any actions taken under (a) and/or (b) above.

Consequences

Individuals who choose not to follow the guidelines presented in this policy should understand that if a charge of sexual harassment is filed, it will be exceedingly difficult for the administrator, supervisor, or faculty member to prove immunity on the grounds of "mutual consent." In such circumstances consent will be considered questionable.

Based on the merits of a case an individual may be subject to University sanctions or civil liabilities.

Approved by President Edward H. Hammond (05-25-95).

DRUG AND ALCOHOL POLICY

Fort Hays State University prohibits the unlawful possession, use, manufacture, purchase, or distribution of alcohol or drugs, or any attempt thereof, by students or by employees on its property or as part of its activities. The University is committed to prevent the illegal or irresponsible use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing or distributing controlled substances or alcohol, or whose behavior evidences being under the influence of alcohol or controlled substances, in violation of the law on University property or at University events shall be subject to disciplinary action in accordance with policies of the State of Kansas, the Board of Regents, and Fort Hays State University.

For employees, the University will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions which include completion of an appropriate substance assistance or rehabilitation program at the individual's expense, reprimand, probation, suspension and expulsion from the University.

As a condition of employment, all employees of Fort Hays State University, including student employees, shall abide by the terms of this policy statement and will notify Fort Hays State University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Fort Hays State University will, in turn, notify as appropriate, the applicable federal agency of the conviction within ten (10) 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 Drug and Alcohol Policy is available online.

Adopted by Executive Leadership Team (04-08-16).

EXPORT CONTROL

Federal laws restrict the export of certain goods, information, and technology in ways that affect FHSU. These laws primarily focus on technology that could have military, nuclear, or aerospace applications, but in some instances, can apply to such seeming innocuous items as laptop computers and cell phones. U.S. export control laws have existed for decades; their applicability to higher education has been of particular interest for at least the past twenty five years. Although the events of September 11, 2001 resulted in a significant increase in enforcement of export control laws, a trend toward greater enforcement had already been underway. As part of this enforcement trend, the various government agencies with responsibility for enforcing export control regulations have increasingly turned their attention to compliance in the higher education setting. Although the emphasis has largely been directed toward academic research institutions, all higher education institutions, including small liberal arts schools such as FHSU, are affected by and must comply with these export control laws.

Federal Penalties

Export control laws are serious matters that carry serious penalties for both the individual violator and the University, including:

1. Civil fines of up to five-hundred thousand dollars ($500,000) per violation; seizure/forfeiture of the goods, technology or research product; and/or loss of export privileges.

2. Criminal fines of up to one million dollars ($1,000,000) per violation; and/or up to ten (10) years in prison.

3. Risk of losing federal funding.

To view full policy and guidelines, see http://www.fhsu.edu/policies/export-controls/ or the University Policies page http://www.fhsu.edu/policies/academic/.

Approved by President's Cabinet (02-05-14).
Revision adopted by Executive Leadership Team (01-29-16).

EXTRAMURAL FUNDING

Policy and Procedures for Supplemental Salary Requests from Sponsored Projects Funding

Faculty and staff are encouraged to seek sponsored project funding through grants and contracts in support of instruction, research, and service activities. The Office of Scholarship and Sponsored Projects in the Graduate School coordinates all external funding requests and faculty shall use the services of the Grants Facilitator to develop proposals using required university forms and procedures according to current appropriate institutional and external agency protocols. The approving authorities for all sponsored project proposals shall be: the department chair, the academic dean, the grants facilitator, the graduate dean, the grants accountant, the vice president for administration & finance, or the provost.

SUPPLEMENTAL INCOME

Non-teaching staff may not earn supplemental income beyond their base salary rate during the academic year and may not use sponsored project funding to purchase a portion of their assigned duties to be assigned to other employees of the institution. Faculty members may only include supplemental salary requests in the amount allowed by the regulations of the external granting agency in accordance with these guidelines:

ACADEMIC YEAR SALARIES

Principal investigators may not earn supplemental income beyond their base salary rate during the academic year. However, faculty principal investigators may pursue one or both of the following options:

(1) purchase a portion of their own or other faculty member's teaching responsibilities with sponsored project funding. The sponsored project funding will be given to the academic department to cover the principal investigator's teaching obligations, and/or

(2) request monies within the sponsored project funding to cover any renegotiated faculty contractual obligations. The amount of available salary monies requested from sponsored projects undertaken by faculty members during the academic year will be based on the individual faculty member's academic year base salary.

<u>Limits based upon the sum of all current sponsored projects</u>

	9-month contract	12-month contract
Total time per academic year:	No more than 50% of assigned instructional time	No more than 50% of assigned instructional time
Supplemental salary per academic year:	30% of base salary	30% of base salary

SUMMER SALARIES

Faculty members on 9-month contracts are eligible to receive supplemental salaries for sponsored projects performed during the summer session. Faculty members on 12-month contracts are not eligible to receive supplemental salaries, but may receive supplemental salaries for other non-PI 9-month faculty members involved in the sponsored project provided this is written into the original sponsored project proposal and may use sponsored project funding to purchase their one course summer teaching expectation in order to distribute this funding to the unit.

<u>Limits based upon the sum of all current sponsored projects</u>

	9-month contracts	12-month contracts
All grants:	Base salary/9 per month	For PI – n/a For use by others - 60% of (PI base salary/11)
Time limits:	3 months (except NSF contracts = 2 months)	For PI - n/a For others – negotiable within salary limits according to summer salary payroll procedures

In order for the academic unit to receive funding for purchasing a faculty member's reassigned time in the academic year or to receive the additional summer salary, a request must be submitted on the approved university form upon notification of the sponsored project award. The request must be approved by the department chair, academic dean, vice president for administration and finance, and provost.

Federal regulations concerning supplemental salaries change frequently. This policy and procedure will be updated by the institution as becomes necessary to remain in compliance with current sponsored project regulations.

Replaces Research Incentives Policy dated (05/29/02)
Adopted by President's Cabinet (10/8/08)

FACULTY OFFICE SPACE, PROVISION AND USE OF

Faculty members are provided with office space for their use during their tenure at Fort Hays State University. Offices are to be used for conducting Fort Hays State University business and functions relating to the faculty member's FHSU assignment(s).

Faculty members may decorate, equip and use offices as they see fit within the faculty's assignment. This use is limited to use consistent with proper University decorum and appropriate taste. The University reserves the right to enter offices as needed. The University reserves the right to require individual faculty members to remove items from their offices for health and safety reasons. Individual faculty members may choose to bring personal items into their office to assist in comfort, education, research and other matters as deemed appropriate by the faculty member. If warranted, faculty should be aware that the University reserves the right to seal the office until a complete inventory of the contents is taken. Office items will remain secured until such time as an appropriate inventory is completed. Items may then be removed by appropriate relatives, friends or other designees of the faculty or in accordance with court orders. The individual removing such items must sign for items removed.

Approved by Cabinet (01-03-01).

FHSU FACULTY SEEKING TERMINAL DEGREES, UNIVERSITY SUPPORT OF: A Faculty Development Initiative

It is the policy of Fort Hays State University that no tuition assistance will be provided to any employee seeking baccalaureate, graduate or post-graduate degrees except in accordance with the provisions of this policy and the tuition assistance policies of the University. Should a department determine that faculty members with a Ph.D. or other degree are highly desirable but very difficult to attract and retain to FHSU, the department, through the dean of the college may submit proposals for providing tuition assistance for faculty to obtain a terminal or related degree. Such claims should be submitted no later than September 30 for a course of study beginning the next fall term. No plan will be considered that merely seeks to provide tuition assistance benefits for individual career advancement and development that does not achieve the goal of filling a need within the department or college that has been difficult if not impossible to fill with qualified faculty.

Any tuition assistance to be provided to faculty pursuant to this policy will come from the department, the college and the University. The University will match no more than the total combined financial assistance provided by the department or college.

Faculty who receive tuition assistance pursuant to this policy should be aware of the possibility that tuition assistance benefits provided will be considered taxable income to the employee. Faculty who receive tuition assistance pursuant to this policy should also understand that they will be required to sign a loan agreement with FHSU. A sample copy of such loan agreement is shown below and generally will require the faculty member to work for FHSU for one year following successful completion of the Ph.D. or other course of study, for every year in which tuition assistance benefits are provided. By way of example, if a faculty member receives tuition assistance benefits for three years from FHSU, they are then expected to work for FHSU for three years following successful completion of the Ph.D. program. Faculty who fail to fulfill this term will be required to repay the amount of tuition assistance provided. Faculty who fulfill the agreement by remaining employed at FHSU for the requisite period of time following successful completion of the course of study will not be required to repay the tuition assistance benefits. Faculty who for some reason do not successfully complete the course of study but remain employed at FHSU for the requisite period of time will owe one-half of the tuition assistance benefits to FHSU.

Adopted by President's Cabinet (12-12-06).
Revision approved by President's Cabinet (04-02-12).

Loan Agreement for Fiscal Year 20__

Now on this _____ day of ___________________________, 20___, _____________ _________________________, hereinafter referred to as employee, and Fort Hays State University, hereinafter referred to as FHSU, enter into this Loan Agreement. The terms of this Agreement are as follows:

1. FHSU, on behalf of itself and through its ___________________________ and its ________________________________ agrees to loan ____________________ (to be divided as follows: ______ department, ______ college, ______ university) to the employee so that the employee can pursue a PhD program in _________________________________ at _________________________, hereinafter referred to as ____________________________. The amount loaned pursuant to this Agreement will only be used for tuition and fees, unless use of the funds for related educational expenses is approved by FHSU. No part of the funds loaned to the employee by FHSU will be used for unrelated purposes.

2. This loan is only for one academic year, and should the employee request financial assistance from FHSU for subsequent years of study in the PhD program at ____________________________________, an agreement must be signed for each such year.

3. The parties recognize that the loan by FHSU to the employee is in consideration for, and contingent upon, the employee remaining in the employ of FHSU during the employee's course of study at ____________________________, successfully completing the PhD program at ____________________________, and thereafter remaining in the employ of FHSU for at least one year following successful completion of the PhD course of study at ______________________________. The parties will reach mutually acceptable terms for any required reductions in hours or leaves of absences allowing employee the time to pursue the course of study at ____________________________________.

4. Following graduation from the course of study at __________________________, employee agrees to work for FHSU in its ______________________________________, or in any other capacity mutually agreed to by the employee and FHSU for a period of one year. Should the employee: 1) Not remain employed at FHSU for one year following graduation from _______________________________, or; 2) not remain employed at FHSU during the employee's course of study at _______________________, or; 3) not successfully complete the PhD in __________________________ course of study at __________________________ and not remain employed at FHSU for one year following the last date of attendance at ___________________________, employee will be obligated to repay the full amount of money loaned by FHSU to the employee pursuant to this Agreement. Should the employee not successfully complete the PhD in

_________________________ at ___________________, but remain employed at FHSU for one year following the last date of attendance at _______________________________________, then the amount to be repaid to FHSU will be one-half the amount loaned by FHSU to the employee. The terms of repayment shall be as follows:

i. Repayment shall begin on the 91st day after the employee's obligation to repay this loan arises (i.e. 91 days after ceasing employment with FHSU if such occurs within one year of completion of the ________________________ course of study, or 91 days after the last date of study at _____________________, if the student did not successfully complete the course of study at _________________________________.)

ii. Employee will be responsible for paying the total amount loaned under this Agreement along with interest at the rate of 12% per annum from the date of this Agreement. The employee's obligation for repayment does not include amounts provided to employee for reimbursement of reasonable and necessary travel expenses in furtherance of the course of study referenced in this Agreement.

iii. Repayment may be made in installments, the terms of which may be mutually agreed between employee and FHSU, so long as the number of installments made pursuant to this agreement do not exceed 12. Should repayment of loans made by FHSU to the employee be required under other agreements, each repayment term will run consecutively so that all repayment terms may equal more than 12 payments, so long as no single repayment term under any individual agreement exceeds 12 (e.g. Assuming three separate loan agreements are entered into between FHSU and the employee, 36 installment payments may be made, which are the total of three, 12-installment terms).

5. Should the employee successfully serve one year of employment at FHSU following successful completion of the PhD program at _________________________, then this Agreement will be fulfilled and employee will owe nothing to FHSU pursuant to this Agreement. The proceeds of this loan will become W-2 reportable income for the employee by the University after the employee has served one year of employment at the University and the University forgives the loan. However, if the employee has entered into other agreements with FHSU for the purpose of obtaining loans to pursue the PhD program at __________________, then employee shall comply fully with the terms of those agreements, and should the employee not fulfill the terms of any such agreements, the employee will be liable for repayment to FHSU pursuant to the terms of such agreements. In order to determine which agreement(s) is/are fulfilled, earlier agreements will be satisfied before later agreements (e.g. Assuming FHSU and the employee enter into three separate loan agreements, the employee will be obligated to serve three years for FHSU. If the employee serves more than two but less than three years, the employee will be liable for repayment under the latest of the three agreements).

6. Nothing contained herein shall be construed as binding FHSU to employ the employee for the term of this agreement, should dismissal of employee be appropriate under policies of the Kansas Board of Regents and FHSU. Should the employee be terminated for good cause, and should such termination occur prior to the fulfillment of this agreement, then employee will be liable for repayment according to the terms of this agreement. Should employee be terminated under policies of the Kansas Board of

Regents and FHSU regarding program discontinuance and reduction-in-force, then employee will not be liable for repayment under this agreement.

____________________________ ____________________________
Employee Date

____________________________ ____________________________
Chair, Fort Hays State University Date

____________________________ ____________________________
Dean, Fort Hays State University Date

GENERAL FACULTY MEETINGS

The first meeting of the faculty in the academic year is held on the day preceding fall registration. Faculty meetings are not scheduled on a regular basis but are called by the president when matters of importance are to be brought before the faculty. It is expected that each faculty member will be present at all faculty meetings.

GIFTS AND HOSPITALITY FOR UNCLASSIFIED STATE EMPLOYEES

Policy

The Kansas Commission on Governmental Standards and Conduct has issued rules and regulations and advisory opinions interpreting the gift statute. These can be viewed at <www.accesskansas.org/ethics>.

The Kansas Commission on Governmental Standards and Conduct issues advisory opinions upon its own initiative and upon the request of any person to whom the state law applies. Advisory opinions serve to interpret the law and may be especially useful to public servants who are considering an activity which they suspect may involve a conflict of interests. Any person who acts in accordance with the provisions of such an opinion shall be presumed to have complied with the provisions of the conflict of interests law. If the employee receives an offer of a gift which the employee is not sure whether to accept, the employee should consult with the supervisor or the Kansas Commission on Governmental Standards and Conduct to determine whether it is permissible to accept it.

NOTE: These provisions do not apply for an unclassified state employee whose salary is subject to the Governor’s approval.

Kansas Commission on Governmental Standards and Conduct (07-01-02).

Complimentary Copies

1. Is it a violation for you to keep copies of books sent to you by publishers who want you to then order the books for your classroom?

2. Is it a violation for you to receive a free desk copy of newspapers and books used in your classroom?

Because you are in the unclassified service and your salary is not subject to direct approval by the Governor, K.S.A. 46-237, rather than Section 4 of HB 2064 found in Chapter 155 of the 1997 *Session Laws of Kansas*, applies to your questions. K.S.A. 46-237(a) in pertinent part states:

(a) No state officer or employee . . . shall accept, or agree to accept any economic opportunity, gift, loan, gratuity, special discount, favor, hospitality, or service having an aggregate value of $40 or more in any calendar year from any one person known to have a special interest, under circumstances where such person knows or should know that a major purpose of the donor is to influence such person in the performance of their official duties or prospective official duties.

K.S.A. 46-237(c) states:

(c) No person licensed, inspected or regulated by a state agency shall offer, pay, give or make any economic opportunity, gift, loan, gratuity, special discount, favor, hospitality, or service having an aggregate value of $40 or more in any calendar year to such agency or any state officer or employee, candidate for state office or state officer elect of that agency.

In applying this language to your questions, since you make the decisions on which textbooks are to be used in your classroom, each publisher would have a "special interest" in you. In addition, the books and newspapers are being provided to you in order to influence you in the performance of your official duties in selecting books and newspapers. Therefore, you could not accept these items as your personal property. However, since your university does not license, inspect or regulate the publishers, you could accept the items on behalf of the state and have them become state property.

HOLIDAY OBSERVATIONS

State universities shall observe the following holidays for all exempt and non-exempt personnel:

New Year's Day	Labor Day
Martin Luther King Day	*Veterans’ Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

*Classes are in session

Unclassified and university support staff (USS) personnel shall be entitled to such other special holidays as may be declared by the Governor. USS and unclassified non-exempt employees required to work on such holidays shall be afforded compensatory time or compensation at the rate of one and one-half time for each hour worked. Unclassified employees are required to work on a holiday when classes are in session (e.g. Veteran’s Day). USS and unclassified exempt employees who accrue annual leave who are required to work on a holiday shall receive equivalent time off when required by their supervisor to work on a holiday. The hours earned for working on Veteran’s Day shall be used during the traditional phase down of campus operations between the Christmas and New Year’s holiday. The hours must be taken in full day (8 hours) or half day (4 hours) increments.

Unclassified and USS personnel within the state university system who accrue annual leave shall be entitled to one additional holiday per year to be taken at their discretion, subject to the advance approval of the individual's administrative superior.

Kansas Board of Regents: Policies and Procedures Manual (03-13-08).
Amendment regarding when classes are in session and regarding exempt unclassified employees approved by President's Cabinet (11-05-08).

HUMAN SUBJECTS RESEARCH

All research involving human subjects, and all other activities which even in part involve such research, regardless of sponsorship must be approved by the Fort Hays State University Institutional Review Board (FHSU IRB) if one or more of the following apply:

1. The research is sponsored by this institution, or
2. The research is conducted by or under the direction of any employee or agent of this institution in connection with his or her institutional responsibilities, or
3. The research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution, or
4. The research is conducted by an individual not affiliated with the University upon subjects affiliated with the university, or
5. The research involves the use of this institution's non-public information to identify or contact human research subjects or prospective subjects.

The term "research" means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition may be funded or unfunded, or may be conducted as a component of another program not usually considered research. For example, demonstration and service programs may include evaluation components, which constitute research activities under this definition.

See http://www.fhsu.edu/academic/gradschl/ossp/irb/ for the elaboration of policies and procedures relevant to research involving humans.

The IRB reviews all research with human participants. There are three broad categories of studies requiring review: those that require full board review, those that qualify for expedited review, and those that meet the criteria for exemption from IRB review. Research projects that meet the criteria for Exemption from IRB review are not exempt from any review at all, but must be reviewed by a qualified departmental human subjects research committee or the IRB Administrator. The IRB Administrator reviews and approves all exempt proposals, which are made available for review by the IRB.

The FHSU IRB will review, and have the authority to approve, require modification in, or disapprove all research activities, including proposed changes in previously approved human subject research. For approved research, the IRB will determine which activities require continuing review more frequently than every twelve months or need verification that no changes have occurred if there was a previous IRB review and approval.

The FHSU IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects.

Review by Institution

Research covered by this policy that has been approved by the FHSU IRB may be subject to further appropriate review and approval or disapproval by officials of the institution. However, those officials may not approve the research if it has not been approved by the FHSU IRB.

Adopted by President's Cabinet (10/01/14).
To view full policy and definitions, see University Policies page www.fhsu.edu/policies/grants-and-research.

IDENTIFICATION CARDS

An identification card (Tiger Card) verifying employment with the University may be obtained in the University Card Center in the Memorial Union. This identification card includes full user privileges for Forsyth Library and Tiger Wellness Center.

INDIVIDUAL FINANCIAL CONFLICT OF INTEREST

Purpose

To describe the responsibility for reporting individual significant financial interests and the institutional responsibility for evaluating disclosed interests and managing potential individual financial conflicts of interest.

Applies to all Fort Hays State University faculty, all other unclassified academic and professional staff, and anyone serving as project director or principal investigator or any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research conducted under the auspices of the University, which may include, for example, collaborators or consultants. (See the definition of "Covered Persons" within the online policy www.fhsu.edu/policies/grants-and-research).

Policy

Fort Hays State University requires all Covered Persons to regularly report on Significant Financial Interests as defined below. Such reports must be made annually in the time period prescribed by the University. Updated reports are required within thirty days of discovering or acquiring (e.g., through purchase, marriage or inheritance) a new Significant Financial Interest. In addition, Investigators conducting externally–sponsored research must have filed an up-to-date report no later than the time of application for externally-sponsored research.

Significant Financial Interests that reasonably appear to be related to the individual's University responsibilities shall be reported in the manner required by the university. All reported Significant Financial Interests will be reviewed in accordance with the applicable campus procedures to determine whether a Financial Conflict of Interest exists. If it is determined that a Financial Conflict of Interest exists, a management plan will be developed, as necessary, to ensure the integrity of teaching, research, clinical care and service. As obliged by federal regulations to promote transparency in research, the University will make certain information concerning those reported interests of investigators that are determined to be Financial Conflicts of Interest available to the public. Investigators should be aware that compliance with the requirement to disclose specified information about interests reported by Investigators is a condition of participation in projects, including those sponsored by federal agencies.

The University has established Conflict of Interest Procedures to implement the requirements of this Policy. This Policy and the Conflict of Interest Procedures are intended to comply with Kansas Board of Regents policy and state and federal conflict of interest laws and regulations.

Responsibilities of Individuals and Designated Officials:

Individual: It is the responsibility of each Covered Person to file timely reports; file complete and accurate reports; and to comply with approved conflict management plans developed for the purpose of mitigating or resolving any identified Financial Conflicts of Interest. In addition, periodic training is required as specified in campus procedures.

Department or Center: Supervisors are responsible for reviewing reports submitted by those individuals who report to them and verifying the accuracy of the report with the individuals as necessary before signing and forwarding the report to the Office of Scholarship and Sponsored Projects. The Dean of the Graduate School, or his or her designee, serves as the Institutional Official in matters related to conflict of interest.

The Office of Scholarship and Sponsored Projects is responsible for implementing and managing the Conflict of Interest program and for providing support to the Conflict of Interest Committee. The Dean of the Graduate School, or his or her designee, serves as the Institutional Official in matters related to conflict of interest.

This policy supplements the Kansas Board of Regents Policy on Conflict of Time Commitment, Conflict of Interest, Consulting and Other Employment.

To view full policy, definitions and related documents, see University Policies page www.fhsu.edu/policies/grants-and-research.

Adopted by President's Cabinet (12-03-12).

LEGAL DEFENSE OF STATE EMPLOYEES

The law provides in Kansas Statutes Annotated (K.S.A.) 75-6108 that the state shall defend any employee in any action brought against the employee on account of an act or omission in the scope of the employee's employment, except in a few specified circumstances. However, in order to be entitled to a defense, the employee must request the defense in writing within 15 days after service of process or subpoena upon the employee. This request shall be made to the Office of the Attorney General.

Kansas Law also requires the Attorney General, or an attorney designated by the Attorney General, to represent the Board of Regents and any state educational institution in almost all litigation. A request for defense of any action brought against the University should be made in writing to the Attorney General referencing K.S.A. 76-713. A complete copy of the papers involved in any legal action referred to the Attorney General should be sent to the Office of the General Counsel of the University and the General Counsel of the Board of Regents.

Any University employee served with any claim or action against the University should immediately forward the documents served upon the employee to the Office of the General Counsel of the University.

Approved by the Provost's Council and University's General Counsel (04-15-05).
Approved by President's Cabinet (11-09-05).

MISCONDUCT IN RESEARCH POLICY

Background

This policy will apply to university researchers (faculty, staff, or student) who engage in deception, fail to comply with requirements for the protection of human or animal subjects or the use of biotechnology, or fail to comply with legal requirements concerning research (e.g. export controls, technology transfer).

Policy

Introduction

Misconduct in University research undermines the research enterprise and is harmful to the University community, the research community, and the public. Fort Hays State University has the responsibility to promote an environment that opposes misconduct in research and to establish policies and procedures that deal effectively with allegations or evidence of misconduct. This document outlines University procedures for handling allegations of misconduct.

The several stages of Fort Hays State University's procedure for reviewing allegations of misconduct in research are discussed here. Principles that guide the institutional review procedure follow.

1. The University will provide vigorous leadership in the pursuit and resolution of all charges of misconduct in research.

2. The University will take care that the procedure pursued to resolve allegations of misconduct does not itself damage research.

3. The University will treat all parties with justice and fairness and be sensitive to the reputations and vulnerability of all parties.

4. The procedure will preserve the highest attainable degree of confidentiality compatible with an effective and efficient response.

5. The integrity of the procedure will be maintained by painstaking avoidance of real or apparent conflict of interest.

6. The procedure will be as expeditious as possible.

7. The University will document the pertinent facts at each stage of the response.

8. The University will recognize and discharge its responsibilities after resolving allegations of misconduct: internally to all involved individuals as well as externally to the public, the sponsors of research, editors of relevant publications, and the research community.

Procedure for Handling Allegations of Research Misconduct

The University procedure for handling allegations of research misconduct involves three stages: inquiry, investigation, and resolution. Although this procedure is established specifically to handle allegations of research misconduct, it should be noted that the procedure is within the spirit of statements of the faculty "Code of Ethics," faculty "Academic Dishonesty and Disruptive Behavior," and student "Cheating" to be found in the *FHSU Faculty and Unclassified Staff Handbook*, as well as statements of "Academic Honesty" to be found in the FHSU *University Catalog*. Also in accord with these sources, an individual disciplined for acts of research misconduct shall be entitled to seek redress through specific grievance procedures.

Initiation of an Inquiry

Fort Hays State University has a responsibility to pursue fully an allegation of research misconduct and to resolve questions regarding the integrity of research. In the inquiry and any investigation which may follow, the University will attempt to focus on the substance of the issues and be vigilant not to permit personal conflicts among colleagues to obscure the facts.

In order to address all allegations of research misconduct expeditiously, Fort Hays State University designates the Dean of the Graduate School as the administrator to whom allegations are to be reported. If the Dean has a conflict of interest with a case, the allegation will be pursued by another administrator designated by the Dean of the Graduate School.

The Dean of the Graduate School will pursue all allegations to resolution. The dean will consult in confidence with any individual who comes forward with an allegation of research misconduct. If the Dean of the Graduate School determines that the concern is addressed appropriately through the procedure herein, the subsequent inquiry and investigation processes will be discussed with the individual who has made the allegations.

Whether a case can be reviewed effectively without the involvement of the complainant depends upon the nature of the allegation and the evidence available. Cases that depend specifically upon the observations or statements of a complainant cannot proceed unless that individual waives the confidential status of the complaint. Other cases that can rely on documentary evidence may permit the complainant to remain anonymous. If cause appears sufficient, the Dean of the Graduate School may initiate an inquiry even if the individual who originally came forward declines to make a formal allegation. In such a case, there is not "complainant" for the purposes of this document.

Inquiry

1. Purpose

   Whenever an allegation of misconduct is filed, the Dean of the Graduate School will initiate an inquiry as the first step of the review procedure. In the inquiry stage, factual information is gathered and expeditiously reviewed to determine if an investigation of the charge is warranted. An inquiry is not a formal hearing; it is designed to separate allegations deserving of further investigation from frivolous, unjustified, or clearly mistaken changes.

2. Structure

The inquiry process may be handled with or without a formal committee, at the discretion of the Dean of the Graduate School. Regardless of the approach chosen, it is the responsibility of the Dean of the Graduate School to ensure that the inquiry is conducted in a fair and just manner. If individuals are chosen to assist in the inquiry, they should have no real or apparent conflicts of interest with the case in question, be unbiased, and have an appropriate background for judging the issues being raised.

3. Process

Upon initiation of an inquiry, the Dean of the Graduate School will notify the person accused of misconduct (respondent) in writing within ten working days of the charges and of the process that will follow. If the committee method is to be used, the committee members will be designated and convened.

The respondent will be given copies of written documents, if any, that support the allegations. To ensure the safety and security of any written documents associated with the allegation, committee members will be asked to review a copy of such documents only within the office of the Dean of the Graduate School.

When the inquiry is initiated, the respondent will be reminded of the obligation to cooperate in providing the material necessary to conduct the inquiry. Uncooperative behavior may result in immediate implementation of a formal investigation. The respondent will be invited to present a written response to the allegations, and this response will become part of the case file maintained by the office of the Dean of the Graduate School.

Because of the sensitive nature of an alleged case of research misconduct, the University will strive to resolve each case promptly. The inquiry phase will normally be completed and a written report of the findings filed for the institution's own record within thirty days of written notification to the respondent. If the committee anticipates that the established deadline cannot be met, a report citing the reasons for the delay and progress to date will be filed with the Dean of the Graduate School and the respondent and other involved individuals will be informed.

4. Findings of the Inquiry

The results of an inquiry enable the Dean of the Graduate School to determine whether or not an investigation is warranted. There will be written documentation to summarize the process and findings of the inquiry. The complainant and respondent will be informed by the Dean of the Graduate School of the outcome of the inquiry. Allegations found to require investigation will be forwarded to the investigative body discussed below. At this point, any agency sponsoring the research will be notified of a pending investigation.

If an allegation is found to be unjustified but submitted in good faith, no further formal action will be taken other than informing all involved parties. The proceedings of the inquiry, including the identity of the respondent, will be held in strict confidence to protect the parties involved. If confidentiality is breached, the University will take reasonable steps to minimize the damage to reputations that may result from inaccurate reports.

If an allegation is found to be unjustified and to have been maliciously motivated, disciplinary actions may be taken against those responsible in accordance with existing policies and procedures of the Kansas Board of Regents, Fort Hays State University, and the Memorandum of Agreement with FHSU-AAUP.

Investigation

1. Purpose

   An investigation will be initiated only after the results of an inquiry demonstrate that one is warranted. The investigation's purpose is to explore further the allegations and determine whether there has been research misconduct. In the course of an investigation, additional information may emerge that justifies broadening the scope of the investigation beyond the initial allegations. The respondent will be informed in writing when significant new directions of investigation are undertaken. The investigation will focus on accusations of misconduct as defined previously and examine the factual materials of each case. The investigation will look carefully at the substance of the charges and examine all relevant evidence.

2. Structure

   The investigating body will be a five-person ad hoc committee appointed by the Dean of the Graduate School. Members of the investigative committee may be chosen from within or outside the University. Those investigating the allegations will be selected in full awareness of the closeness of their professional or personal affiliation with the complainant or the respondent. Any prospective member who has a conflict of interest in the case will not be permitted to be involved. It is important, however, that the committee have appropriate research expertise to assure the conduct of an effective investigation.

3. Process

   Upon receipt of the inquiry finding that an investigation is warranted, the Dean of the Graduate School will initiate the investigation promptly. The complainant and respondent will be notified in writing of the investigation; the written summary of the inquiry stage will be included with this notification. All involved parties are obligated to cooperate with the proceedings in securing additional data related to the case. All necessary information will be provided to the respondent in a timely manner to facilitate the preparation of a response. The respondent will have the opportunity to address the charges and evidence in detail.

   In the interim, the University will, if necessary, act to protect the health and safety of research subjects. Administrative action could range from complete suspension to restrictions on the activities of the respondent. Interim administrative action will be taken in full awareness of how it might affect other individuals and ongoing research within the institution.

   The written record for the investigative stage will be handled in the same manner as for the inquiry stage; i.e., one copy of the record will be given to the respondent and a second will be maintained in the office of the Dean of the Graduate School and solely available for inspection by the committee.

   All significant developments during the investigation as well as the final findings of the committee will be reported to any sponsor of the research. When the investigation is concluded, all individuals and agencies initially notified of the investigation will be informed of its final outcome.

The University will attempt to complete an investigation within 120 days. If the deadline cannot be met, an interim report will be submitted by the committee to the Dean of the Graduate School with a request for an extension.

4. Findings of the Investigation

The findings of the investigative committee will be submitted in writing to the Dean of the Graduate School. The respondent and the complainant each will receive the full report of the investigation. A written summary will be forwarded to the provost.

5. Appeal/Final Review

In the event of a finding of research misconduct, Fort Hays State University will provide the respondent with an appeal opportunity. This appeal will proceed in accord with the established University grievance procedures.

Resolution

1. No Finding of Misconduct

When the investigation finds no support for allegations of research misconduct, all federal agencies, sponsors, and others initially informed of the investigation will be notified promptly by the Dean of the Graduate School. The findings of the investigation will be retained in a confidential and secure file within the Office of the Dean of the Graduate School.

If the allegations of misconduct were found to have been maliciously motivated, appropriate disciplinary actions may be taken against those responsible. If the allegations, however, incorrect, were found to have been made in good faith, no disciplinary measures will be taken and efforts will be made to prevent retaliatory actions.

2. Finding of Misconduct

a. Notification

All federal agencies, sponsors, or others initially informed of the investigation will be notified promptly of the finding of misconduct.

Consideration will also be given to formal notification of other involved parties. The following list of such parties is illustrative but not exhaustive.

1. Co-authors, co-investigators, collaborators
2. Editors of journals in which fraudulent research was published
3. Sponsoring agencies and funding sources with which the individual has been affiliated
4. Professional societies
5. Employers
6. External Agencies

b. Disciplinary Action

University disciplinary action will be in proportion to the misconduct. The following list of possible actions provides examples.

1. Special monitoring of future work
2. Removal from a particular research project
3. Letter of reprimand to be placed in the permanent file of the offender
4. Termination of employment
5. Enrollment holds
6. Administrative Grade Changes
7. Program Dismissal
8. Expulsion from the University
9. Prohibition from future publication

Related Documents

Faculty and Unclassified Staff Handbook References:

1. Code of Ethics—Chapter 4
2. Academic Dishonesty and Disruptive Behavior—Chapter 2
3. Cheating—Chapter 7
4. External Grievance Procedure—Chapter 1
5. Faculty Hearings and Appeals Procedures—Chapter 1
6. Non-Tenured Appointment Hearings and Appeals Procedures—Chapter 1

University Catalog References:

1. Academic Honesty—Academic Information, Policies, and Procedures
2. Academic Honesty—Graduate School

To view full policy, exclusions and definitions, see University Policies page www.fhsu.edu/policies/grants-and-research.

Revision approved by President's Cabinet (12/03/14).

OATH OF OFFICE (K.S.A. 75-4308)

K.S.A. 75-4308 et seq requires that the following oath from K.S.A. 54-106 be signed by new employees before entering the duties of employment and before funds for services may be dis-bursed:

> "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Kansas, and faithfully discharge the duties of my office or employment. So help me God."

PARTICIPANT SUPPORT

Purpose

This policy sets forth Fort Hays State University's (FHSU) guidelines for participant support costs on externally funded sponsored projects.

Policy

FHSU requires that participant support costs be tracked by both the Principal Investigator and Grant Accountant to meet granting agencies' requirements.

Approved by President's Cabinet (11/07/12).
To view full policy and definitions, see University Policies page www.fhsu.edu/policies/grants-and-research.

PAYROLL CHECKS

Payroll checks are distributed every two weeks via Electronic Funds Transfer (EFT). EFT forms are processed through the Human Resource Office. Funds can be transferred to any financial institution affiliated with the Federal Reserve System.

Payroll deduction is available to faculty and staff for donations made to the FHSU Foundation. Contact the FHSU Foundation for procedure.

PERSONNEL FILES

Academic Records Policy for Unclassified Personnel

Purpose

The purpose of this policy is to provide a statement of designation of personnel files for unclassified faculty and staff. The University acknowledges the existence of a number of personnel files which exist at the University. These files are designated as:

Departmental Evaluation Files
College General Personnel Files
University Official Personnel Files

This policy attempts to define the location, availability, and basic content of personnel files found at the University. It is the intent of this policy to provide information to unclassified faculty and staff and administration regarding the existence of personnel files and their maintenance.

Types of Personnel Files

Departmental Evaluation Files

Departmental evaluation files should contain information associated with unclassified faculty and staff evaluations for appointment, merit, tenure, and promotion. The file would include self-appraisals, colleague appraisals, summaries of student course evaluations, advisor evaluations, summaries of professional development activities, and documentation of committee and other service activities. In addition, files should include leave reports and annual agreements of expectations and responsibilities.

College General Personnel Files

College files should consist of initial letters of employment; records of professional development revealed by annual reports; evaluations for tenure and promotion conducted by department, chair, college committee, and dean; conflict of interest statements; unclassified faculty and staff development plans; and agreements of expectations and other matters of concern at the college level.

University Official Personnel Files

This file is designated as the official file for personnel purposes and should contain all information which summarizes the appointment, salary, evaluation, merit adjustment, and tenure and promotion decisions of unclassified faculty and staff. In addition, this file contains letters of recommendation, formal resume, official transcripts (including associate degrees, non-degree work, and post graduate work), personal data information, annual contracts, appointment and acceptance letters (originals), and other confidential materials pertaining to the role of the individual as an unclassified faculty or staff.

Access to Personnel Files

Unclassified faculty and staff will have access to their personnel files at all levels. Only those officials who have direct-line responsibility for the supervision of a particular unclassified faculty or staff member will have access to the personnel files. The access by administrators is governed by a need-to-know basis. The Official Personnel file will be kept confidential and will be available for confidential use only. Unclassified faculty and staff will have access under the supervision of the Human Resource Office. Other individuals may be authorized in writing by the unclassified faculty or staff member to have access to his/her file. A fee will be assessed to the unclassified faculty or staff member for copying of file materials.

Consistent with our “need-to-know” philosophy in the decision processes, evaluation files are open to the following:

1. Individual unclassified faculty or staff member
2. Department chairperson or unit director
3. President, Provost, and Vice Presidents
4. Dean
5. Merit, tenure, promotion, and sabbatical leave committees
6. Others who may be approved in writing by the individual unclassified faculty or staff member

Right To Add Material

The unclassified faculty or staff member has the right to review his/her file and add material to the file in response to any item in the file or to enhance and update material contained therein.

PERSONNEL FILE COPIES

Faculty may request copies of anything contained in their personnel file. There is no charge for the first five (5) copies; thereafter, the charge for copies will be 25 cents per page.

POLITICAL ACTIVITY BY STATE EMPLOYEES

Two general prohibitions are applicable to all state employees. First, K.S.A. 75-2953 provides:

1. No officer, agent, clerk, or employee of this state shall directly or indirectly use their authority or official influence to compel any officer or employee in the unclassified and the classified services to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription or contribution, or to take part in any political activity. Any person who violates any provisions of this section shall be guilty of a Class C misdemeanor, and, upon conviction, shall be punished accordingly. If any officer or employee in the classified service is found guilty of violating any provision of this section, such officer or employee shall be automatically separated from the service.

2. Any officer or employee in the state classified service shall resign from the service prior to taking the oath of office for a state elective office.

Second, K.S.A. 75-2974 provides:

a. No supervising official shall solicit any contribution to or on behalf of any state officer or candidate for state office from any state employee under the supervision of such supervising official.

b. The director of the division of personnel services is prohibited from giving any list of names and residence addresses of state employees to any person knowing that such list will be used for the purpose of soliciting contributions from, or mailing political campaign literature or advertising to, such state employees.

c. No state employee who lawfully, willingly, and voluntarily makes a contribution to or on behalf of any state officer or candidate for state office shall be dismissed, demoted, suspended, or subjected to any other disciplinary action because of the making of such contribution.

d. Violations of this section shall be enforced by the attorney general or a county or district attorney in the county in which the violation took place. Violations of this section shall be punishable by a civil penalty of up to $2,500 per violation.

e. As used in this section:

    1. "State employee" means any person holding a position in the classified service under the Kansas civil service act; and

    2. "contribution" has the meaning ascribed thereto in the campaign finance act.

Updated to correspond with current Kansas statutes (02-08-13, 07-19-16).

PROFESSIONAL DUES

The State of Kansas cannot legally pay personal dues to professional organizations. Since the individual is the member and receives the personal benefits from such membership, the membership fee should be paid directly by the individual faculty member.

PROPOSAL PREPARATION AND SUBMISSION GUIDELINES FOR SPONSORED PROJECTS

All proposals for sponsored project funding submitted by FHSU faculty and staff (with the exception of some individual fellowship applications) must be submitted through the OSSP to ensure that appropriate compliance reviews have taken place, that budgetary information requested by the sponsor is correct, and that any contractual terms or other conditions specified unilaterally by the sponsor that may be inconsistent with University policy have been identified. This policy summarizes important deadlines and policies relevant to some or all investigators.

To view full policy and definitions, see University Policies page www.fhsu.edu/policies/grants-and-research.

Approved by President's Cabinet (04-02-12).
Adopted by Executive Leadership Team (01-29-16).

RESEARCH INCENTIVES

Replaced by Extramural Funding: Policy and Provisions for Supplemental Salary Requests from Sponsored Projects Funding. See Chapter 4, Extramural Funding.

RESIDENT FEES

Any employee of an institution governed by the state board of regents, classified and unclassified, on a regular payroll appointment for .4 time or more, shall be accorded the resident fee privilege.

1. The dependent spouse and children of any employee of an institution governed by the state board of regents, whether the employee's position is classified or unclassified, shall be accorded the resident fee privilege, provided that the employee holds a regular payroll appointment for 1.0 time.

2. The dependent spouse and children of any employee of an institution governed by the state board of regents, whether the employee's position is classified or unclassified, shall be accorded the resident fee privilege, provided that the employee holds a regular payroll appointment for at least .4 time but less than 1.0 time and is enrolled in a graduate program on the effective date of this regulation, until one of the following criteria is met:

    a. the expiration of the time allowed in the relevant university catalog for the employee to complete the aforesaid graduate program;

    b. a break in enrollment by the employee;

c. the employee's being awarded the graduate degree from the aforesaid graduate program; or

d. the end of the employee's employment.

The provisions of this regulation shall not apply to seasonal, temporary or hourly employees.

Approved by Attorney General Office (01-29-98) (K.A.R. 88-3-9).

SUBSTANCE ABUSE POLICY

Purpose

This policy for dealing with faculty members with substance abuse problems is intended to enhance and encourage a cooperative effort between faculty and the University and to serve and protect the interests of both. The policy recognizes that professional assistance can often return an individual to full productivity and is based on the premise that it is the faculty member's right and responsibility to seek professional assistance for a substance abuse problem. This policy was developed by a faculty senate committee and is administered through the Office of the Provost, FHSU.

Scope

A faculty member with a possible substance abuse problem, even in its early stages, is encouraged to seek diagnosis and treatment. The faculty member should be assured that seeking assistance, pursuant to this policy, for an actual or potential substance problem, will not interfere with job status, promotional opportunities, or other privileges. A substance abuse problem is defined as one in which a faculty member's use or misuse of alcohol or drugs is reasonably believed to be affecting the faculty member's job performance.

Policy Overview

The goal of this policy is to assist individuals in seeking professional help so they may return to full productivity. All faculty members, especially department chairpersons, should work to engender a University-wide enlightened attitude and a realistic recognition of the nature of substance abuse problems.

Implementing Guidance

1. Responsibility

   a. Responsibility for implementing this policy rests with faculty. Care must be taken to follow procedures so that no faculty member with a substance abuse problem will be penalized for implementing the policy.

   b. Supervisors will seek to do everything reasonably possible, consistent with applicable laws and University procedures, to make certain that information revealed by the faculty member receiving professional assistance relating to an actual or potential substance abuse problem will remain confidential.

c. Implementing this policy will not require, or result in, any special treatment, privileges, or exemption from the standard administrative practices applicable to job performance requirements.

2. Action Guidelines

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 judge that a faculty member's work has been affected by a substance abuse problem.

a. Before attempting intervention in a situation involving a faculty member with a substance abuse problem, the concerned supervisor should discuss with his/her supervisor and the relevant college dean the pertinent rules and requirements concerning protection of rights of the person believed to be suffering from a substance abuse problem. It may also be helpful for the supervisor to consult with a professional in substance abuse treatment **without identifying the concerned faculty member** before meeting with him or her. The Kelly Center is staffed with professional counselors who may be able to assist supervisors.

b. The supervisor should meet with the faculty member informally and discuss the observed job performance problems. **Supervisors should not attempt diagnosis**. If the faculty member mentions substance abuse as a cause for the job performance problems, the supervisor should refer to this substance abuse policy and encourage the faculty member to seek professional counseling for the problem. In this discussion, a date will be set by which improvement in job performance will be assessed. (A list of professional agencies will be available to supervisors. This list may be obtained by contacting the Office of Student Affairs.)

c. The supervisor and faculty member may also wish to consider the following as options which may be pursued in connection with or in addition to professional counseling:

   1. A faculty member with accrued sick leave may take sick leave. This option would allow the faculty member to enter an in-patient treatment center and adopt a treatment program.

   2. A faculty member may request, pursuant to applicable University and Board of Regents policies, to be placed on leave of absence without pay.

d. What concerns the University is that the faculty member address the job performance problems presented at the informal meeting. It is the responsibility of the faculty member to follow up the suggested personal counseling, to cooperate with prescribed treatment, and to assume financial responsibility for the costs of the treatment.

e. Between the initial meeting wherein this policy is activated and the date agreed upon in paragraph 2.b., the supervisor will continue to monitor job performance but will in all other respects leave the initiative for further discussions to the faculty member. However, progress reports and continuing dialogue between the supervisor and faculty member are encouraged.

f. If the faculty member's job performance has improved to an acceptable level by the date prescribed by the supervisor, and as agreed to by the faculty member, no further action is required or necessary. On the other hand, if the faculty member's job performance remains below acceptable standards, the supervisor and the University will follow normal procedures with regard to unacceptable job performance, including, but not necessarily limited to, non-reappointment or dismissal.

This policy is supplemental to and subject to all existing University policies, Board of Regents policies, and applicable state and federal laws.

Approved by President Edward H. Hammond (05-19-89).

TERMINAL DEGREE REQUIREMENTS

FHSU will provide funding for terminal degree compensation, separate from the merit and enhancement funds, for a unit faculty member upon the completion of his/her terminal degree. The amount of the compensation will be determined by the Department Chair upon consultation with the Dean of the College and the University Provost, and will be negotiated at the time of employment with the new faculty member. The additional monies used to fund any increased salary resulting from degree completion will come from the salary line for that particular faculty member and not from merit funds or any other monies appropriated to the department.
For faculty under an existing contract with FHSU at the time of degree completion, but whose contract does not specify a higher salary amount upon completion of a terminal degree, the amount of compensation will be at least $500 unless it is negotiated to a larger amount by the parties.

For purposes of this section, “terminal degree” refers to the degrees specified below as appropriate for the department in which the faculty member serves, and which specifically relates to the faculty member’s teaching responsibilities.

College of Arts, Humanities and Social Sciences

Art and Design	
Studio Art	M.F.A.
Art History	Ph.D. or Ed.D.
Art Education	Ph.D. or Ed.D.
Communication Studies	Doctoral degree
Criminal Justice	Doctoral degree in Justice Studies, a related field, or a related discipline with a justice studies focus; or Juris doctorate for specifically designated positions with a focus on the law.
English	Ph.D. or M.F.A. for specifically designated positions with a focus on writing.

English as a Second Language	Master’s degree or doctorate in a relevant field.
History	Ph.D.
Leadership Studies	A doctorate degree in leadership or related field.
Modern Languages	Ph.D.
Music and Theatre	
Music	Doctorate, or Master of Music degree with 5 or more years of professional performance experience
Theatre	Doctoral degree or M.F.A. or master's degree with 5 or more years of professional theatre experience
Philosophy	Ph.D.
Political Science	Ph.D., J.D.
Sociology	Ph.D.; For specifically designated positions, a master’s in relevant field for teaching addictions counseling.

College of Business and Entrepreneurship

Applied Business Studies	A doctorate degree in a business area or related field.
Economics, Finance and Accounting	A doctorate degree in a business area, related field, or doctorate in an unrelated field and completion of post-doctoral "bridge to business" program approved by the Association to Advance Collegiate Schools of Business.
Informatics	Doctoral degree or master's degree with relevance to the respective area of Informatics. A doctorate is the terminal degree for faculty teaching BBA or MBA courses.
Management	A doctorate degree in a business area or related field. The Juris Doctorate (J.D.) is accepted as a terminal degree for law and law related coursework.

College of Education

Advanced Education Programs	Ph.D. or Ed.D.
Teacher Education	Ph.D. or Ed.D. with exception of a clinical position in Pre-service Secondary Teacher Education which would have either Ph.D., Ed.D. or Master's and 10 years recent experience in schools.

College of Health and Behavioral Sciences

Allied Health	Master's degree
Medical Diagnostic Imaging	Master's degree
Radiologic Technology	Master's degree
Communication Sciences and Disorders	Master's degree for clinical work; Earned doctorate for research; Master's degree in clinical areas (for teaching). Earned doctorate in theoretical areas.
Health and Human Performance	Earned doctorate
Nursing	Master's degree in Nursing M.D. degree D.O. degree
Psychology	Doctorate, normally Ph.D., but possibly Psy.D., Ed.D., D.S., or M.D.
Social Work	M.S.W.

College of Science, Technology and Mathematics

Agriculture	Ph.D.
Applied Technology	Ph.D., Ed.D. or Master's degree and a minimum of 10 years successful experience in industry or teaching.
Biological Sciences	Earned doctorate
Chemistry	Ph.D.
Computer Science and Information Systems Engineering	A Ph.D. in Computer Science or a PhD in Computer Engineering (or closely related engineering field).
Geosciences	Ph.D.
Mathematics	Ph.D., Ed.D., or D.A. in Mathematics or an M.S. or M.A. in Computer Science
Physics	A doctorate in physics or closely related field

Forsyth Library

Library Science	M.L.S. plus a second advanced degree approved by the library director

CHAPTER 5 -- FACULTY: LEAVES, INSURANCE, AND RETIREMENT BENEFITS

LEAVES

Annual Leave

Persons appointed to unclassified faculty positions of less than 12 months do not accumulate or earn annual leave. Their academic duties are closely related to the presence of students on campus. Student recesses offer persons appointed to positions that do not earn annual leave an opportunity to engage in research and perform other necessary professional duties. In consideration of the professional nature of a faculty position, faculty members are expected to fulfill appropriate, professional, and departmental responsibility throughout the academic year, including student recesses, exclusive of legal holidays. The academic year begins with student registration or similar duties in the Fall and continues for nine months through commencement and grade submissions in the Spring. Specific periods of employment are to be governed by the annual notice of appointment issued by each institution.

Persons appointed to full-time 12 month unclassified positions or to full-time, less than 12-month unclassified non-instructional positions shall earn paid annual leave not to exceed 176 hours per fiscal year. Persons appointed to less than full-time 12-month unclassified positions and persons appointed to less than full-time, less than 12-month unclassified non-instructional positions shall earn annual leave on a pro-rated basis.

Persons appointed to unclassified positions that are eligible to earn annual leave may accumulate a maximum of 304 hours of annual leave; provided, however, that an employee may receive, upon termination from employment or upon moving from a position earning annual leave to a faculty position for less than twelve months, payment for no more than 176 hours of annual leave, and, at retirement or at termination of employment when retirement eligible, an employee may receive payment for up to 240 hours of annual leave.

Kansas Board of Regents: Policies and Procedures Manual (09-21-06).
Updated to correspond to current KBOR policy (09-01-15)

Annual leave accrual rates differ for non-exempt and exempt unclassified professional staff. Refer to the FHSU Payroll Manual www.fhsu.edu/bus_off/Payroll/ for detailed information on leave accrual and reporting. Annual leave should be arranged in advance with the approval of the staff member's department head and dean for periods convenient to the work of the University. Every effort will be made to accommodate the personal wishes of the employee. Annual leave will be reported bi-weekly on time sheets. Annual leave is not earned while on sabbatical leave.

Updated (12-15).

Bereavement Leave

Unclassified employees may be granted leave with pay upon the death of a close relative or other qualified adult (as defined in Sick Leave below) or that person’s close relative. Such leave shall in no case exceed six working days. The employee's relationship to the deceased and necessary travel time shall be among the factors considered in determining whether to grant bereavement leave, and, if so, the amount of leave to be granted.

Kansas Board of Regents: Policies and Procedures Manual (1-27-94).
Updated to correspond to current KBOR policy (09-01-15).

Family Medical Leave

For purposes of administering the Family Medical Leave Act (FMLA), each state university shall:

1. designate qualifying leave as Family Medical Leave whether or not the employee requests such a designation;

2. consider the twelve-month period, within which an eligible employee who experiences a FMLA qualifying condition or circumstance, to begin concurrently with the first day of Family Medical Leave and any subsequent twelve-month period would begin the first time an eligible employee again experienced a FMLA qualifying condition or circumstance after the expiration of the first twelve month period; and

3. require employees whose leave is designated Family Medical Leave to substitute accrued paid leave for unpaid Family Medical Leave in accordance with the federal FMLA.

Any state university may adopt a policy allowing a member of the faculty holding a tenure earning appointment who has taken Family Medical Leave to request an additional year in which to work toward tenure.

Subject to the above, each state university shall adopt policy and procedures to provide leave to its employees pursuant to the FMLA.

Kansas Board of Regents: Policies and Procedures (11-16-95).
Updated to correspond to current KBOR policy (09-01-15).

Leave period

The Family Medical Leave (FML) Act guarantees employees a maximum of 12 weeks of leave during a 12-month period without job jeopardy.

Employee eligibility

The University will grant FML to qualifying employees who:
- Have been employed by the University for 12 months prior to the request for FML.
- Worked a minimum of one thousand two hundred and fifty (1250) hours during the preceding year to become eligible for FML.
- The 12 month period for purposes of FML shall be determined for each employee’s request using a rolling 12 month period measured backward to the date an employee commences FML.
- Spouses working for the University are entitled to a unit of 12 weeks per incident between the spouse/employees.

FML Categories

FML shall be granted for the following categories of leave spelled out in the FML Act.

- Birth of a child and to care for the child. Expectant mothers may take FML before the birth of the child for prenatal care or if her condition makes her unable to work.
- Adoption or foster care placement of a child in the employee's home.
- Family leave: provide care for spouse, son, daughter or parent of employee.
- Serious health condition making the employee unable to perform their job.

Employee FML notice requirement

Employees must:

- Give a minimum of thirty (30) days notice when the need for FML is foreseeable.
- Give notice as soon as practicable when emergency need arises (within 2 business days).
- Supply sufficient information for the employer to grant the requested leave.

Medical certification

The University will require medical certification for the employees' own serious health condition or the serious health condition of the employee's family.

- When leave is foreseeable, and thirty (30) days notice has been given to the University by the employee, the employee shall provide medical certification when requesting the FML or as soon as possible, before the FML begins.
- When leave is not foreseeable, the employee must provide medical certification with fifteen (15) days of the request for FML.

If the University questions the validity of a medical certification, the University may require the employee to obtain a second opinion. A health care provider selected or agreed upon by the University shall give the second opinion. The costs of the second opinion shall be borne by the University, and shall extend only to the costs necessary to validate or invalidate the original medical certificate. If the second and first medical certification differ, the University or the employee may seek a third opinion. The party seeking the third opinion shall bear the costs of the same.

Paid v. unpaid leave

The University will require the employee to utilize available sick leave and vacation leave earned by the employee during FML. If such leave is not sufficient to cover the entire FML, the remainder of the leave will be unpaid. Employees on FML may be required to pay health insurance premiums during the absence.

Amount of Leave

An eligible employee is entitled to a total of 12 workweeks of leave during a 12-month period. The 12-month period begins when the FML begins. FML may take the form of one continuous leave, a reduced work schedule or intermittent leave. In the case of intermittent leave or reduced work schedule, the University may require the employee to transfer temporarily to an alternative position for which the employee is qualified and better accommodates recurring periods of leave than the employee's regular position.

The University will provide, in writing, the following information:

1. Notice leave will be counted against employee's FMLA entitlement.
2. Requirements for medical certification.
3. The University will require the use of paid leave, (Paid leave used under FMLA can be sick leave or vacation leave.)
4. Requirements for making health insurance payments, if required, and consequences for failing to make the same.
5. Requirements for a "return to duty certificate" to return to employment flowing an employee's absence for his or her own serious health condition.
6. Employee's status as a "key" employee - if applicable.
7. Employee's right to job restoration upon end of leave.
8. Employee's potential liability if employer makes the employee's health insurance payments while the employee is on FMLA leave and employee fails to return to work.

Return to Work Certification

An employee who is granted leave for the employee's own serious health condition shall be required to present a medical certification that the employee may return to work.

Reinstatement

Upon return from FML, the employee is entitled by law to be returned to the same position the employee held when leave commenced or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An employee has no greater right to reinstatement than if the employee had been continuously employed during the FML period. An employee is not entitled to reinstatement if the employee's appointment end date occurs before the scheduled FML return date.

Notice

Employees are entitled to use accumulated sick leave in excess of FML. The protections of FMLA may not apply to leave in excess of twelve (12) weeks.

Adopted by Cabinet (03-09-00).

Fulbright Grant Leave with Pay Policy

1. Scope

   This policy applies to any full-time faculty member who is awarded a Fulbright grant from the U.S. Department of State to teach, perform research, or a combination thereof in a foreign nation.

2. Policy statement

   A faculty member who receives a Fulbright grant for teaching, research, or a combination of teaching and research are eligible to receive leave with pay from Fort Hays State University during the period of time covered by the Fulbright grant award.

   The faculty member agrees to surrender a negotiated portion of his or her Fulbright award to the university in order to continue his or her base salary as stipulated by the annual contract unless the stipend is larger than the actual salary. An appropriate amount of salary dollars must be available in the salary line after the award deduction to allow the department to continue to offer courses that would normally be taught by the faculty member receiving the Fulbright grant. The request for a Fulbright leave with pay shall include a detailed plan for how the department will offer courses normally taught by the faculty member (i.e. adjunct, overload assignments, course cancellations, schedule manipulations, etc.). If a request is denied, faculty members may still elect to apply for a leave without pay.
   Faculty members who accept a Fulbright award shall agree to continue to work for Fort Hays State University for one year after the year the leave with pay is granted. Resignation or retirement prior to the fulfillment of this requirement shall require the faculty member to repay the university for the total amount of the grant received.

3. Responsibilities

   Policy Administrator: Vice President for Administration and Finance

   Responsible Parties: The Assistant Provost for Internationalization shall provide assistance and guidance to eligible faculty members and shall facilitate applications through communication with appropriate department chairs, academic deans, the Provost, and the Vice President for Administration and Finance.

4. Compliance

   The Vice President of Administration and Finance shall monitor compliance for this policy.

5. Effective date and approval

   This policy is effective April 1, 2009.

Approved by President's Cabinet (04-01-09).

Leaves With Pay

In order to fulfill jury duty, national guard duty, or other appropriate civic obligations, employees may be granted leave with pay pursuant to institutional policy.

Kansas Board of Regents: Policies and Procedures.

Leaves Without Pay

A leave without pay for up to three years may be granted by the chief executive officer of the employing institution when such is judged by the chief executive officer to be in the best interest of the institution. No leave may be granted to any employee who has accepted a permanent position with another postsecondary education institution.

Any extension of a leave without pay beyond three years requires the approval of the Board. The chief executive officer of the employing institution shall provide documentation of extraordinary circumstances justifying the extension of such leave beyond three years.
Leaves without pay will not be regarded as a break in service; however, such leave will not count toward the earning of sabbatical leave nor will other than a scholarly leave count toward the tenure probationary period. Scholarly leave will count toward the tenure probationary period unless the employee and the institution agree in writing to the contrary at the time the leave is granted.

During a leave of absence without pay, an employee's eligibility for health insurance shall be determined by and be in accord with the policies, rules, and regulations of the State Employees Health Insurance Commission.

Kansas Board of Regents: Policies and Procedures Manual (11-17-94).

Sabbatical Leave

Recommendations for sabbatical leaves are to be submitted to the President prior to January 20 each year. The following are the conditions under which a sabbatical leave may be granted:

> In strictly meritorious cases, a full-time faculty member on regular appointment at any of the state universities who has served continuously for a period of six years or longer at one or more of these institutions, may, at the convenience of the institution and upon the approval of the chief executive officer of the institution with which connected, be granted not to exceed one such leave of absence for each period of regular employment for the purpose of pursuing advanced study, conducting research studies, or securing appropriate industrial or professional experience, such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule:
>
> 6. For nine-month faculty members, up to half pay for an academic year, or up to full pay for one semester.
>
> 7. For twelve-month faculty members, up to half pay for eleven months, or up to full pay for five months.
>
> Provided:
>
> Regular salary is defined as the salary being paid at the time the sabbatical leave begins. Outside grant funds received by the University in support of the individual's scholarly efforts during his or her sabbatical leave may be used for supplemental salary, but total sabbatical leave salary in these instances may not exceed the individual's regular salary.
>
> Provided further:
>
> That the number of faculty members to whom leave of absence with sabbatical pay is granted in any fiscal year shall not exceed four percent of the number of equivalent full-time faculty with rank of assistant professor or higher, or equivalent rank for the institution concerned for the fiscal year for which the leave of absence is granted.

And provided further:

That no faculty member will be granted leave of absence with sabbatical pay who does not agree to return to the service of the state university granting the sabbatical leave for a period of at least one year immediately following the expiration of the period of leave. Persons failing to return to the institution granting sabbatical leave shall refund all sabbatical pay. Those who fail to remain for the full year of school service (9 to 12 months depending on annual term of employment) shall refund that portion of their sabbatical pay as represented by the portion of time they fail to serve.

Kansas Board of Regents: Policies and Procedures Manual (06-24-00).
Updated to correspond with KBOR policy (09-01-15).

Preference shall be given to those applying for the full year over those applying for a single semester. Normally, sabbatical leave shall not be used as a means of augmenting personal income (e.g., a faculty member will not be allowed to teach paid coursework during a leave period). Faculty who are on a split appointment are also eligible to apply for sabbatical leave.

Application Procedures for Obtaining Sabbatical Leaves of Absence

Application forms are available on Lotus Notes Workflow or from the Office of the Provost.

The applicant will prepare a formal request (application) for a sabbatical leave that will contain the following:

1. A prospectus indicating how the applicant expects to use the time granted (timeline), breadth and depth of the project, achievability, what travel the project will mandate, and the anticipated outcome or end product.

2. An explanation of the benefits that would be tied to the goals of the department and University accrue to the institution as a result of the leave being approved.

3. Full disclosure of all known or expected funding from sources outside the institution.

4. A list of all previous leaves with dates.

5. A plan for the timely reporting of results of the leave to both the departmental faculty and the administration in the college and University.

6. The semester or academic year for which sabbatical leave application is made with specific dates.

7. A three-year faculty development plan (sample format available in provost's office)

The formal request shall be filed with the department chair by December 1 of the year prior to the fiscal year in which the leave is to commence.

Applications shall then be forwarded to the appropriate dean. The dean, in turn, shall forward the application with his/her recommendation to the provost (see current Administrative Calendar for specific deadlines). The latter shall form an advisory screening committee of five (5) faculty members which the provost will chair to study applications and make recommendations to the president no later than January 20. After official action has been taken by the president, immediate notification of decisions made shall be sent to applicants through administrative channels by February 8.

Revisions approved by Faculty Senate (12-09-96).
Updated to correspond with AAUP MOA (09-01-15).

Sick Leave

Unclassified employees shall accumulate sick leave at the rate of 3.7 hours per biweekly pay period with no limit on the number of hours which can be accumulated. Sick leave for unclassified employees on less than full-time appointments shall be reduced proportionately. Sick leave accumulations for persons on sabbatical leave shall be proportionate to the pay status during that leave. No sick leave shall be awarded for periods when unclassified employees are on leave without out pay.

Sick leave with pay may be granted only for the necessary absence from duty because of the personal illness, disability or legal quarantine of the employee; or the personal illness or disability of a member of the employee's family or other qualified adult when the illness or disability reasonably requires the employee to be absent from work. "Personal illness or disability" shall be defined to include pregnancy, termination of pregnancy, adoption, childbirth, and the recovery there from. "Employee's family" shall include persons related to the employee by blood, marriage, or adoption and minors residing in the employee's residence as members of the employee's household. "Other qualified adult" means an individual with a committed personal relationship with an unclassified employee and who lives in such unclassified employee's household.

If upon retirement, or upon termination of employment when retirement eligible, an unclassified employee has accrued 800 or more hours of sick leave, the employee shall be compensated for accumulated sick leave in accordance with the provisions of K.S.A. 75-5517 as amended.

If a separated unclassified employee returns within a year to an eligible position, the sick leave balance that the employee had upon termination is reinstated. Such reinstatement does not apply to an unclassified employee who retires and returns to the Board of Regents service after retirement.

Each Regents institution shall adopt appropriate procedures for administering this policy.

Kansas Board of Regents: Policies and Procedures Manual (5-21-98).
Updated to correspond with current KBOR policy (09-01-15).

When faculty members are ill and cannot meet with their classes, the department chair should be notified as soon as possible so that arrangements may be made to take care of classes.

REASSIGNED TIME

Faculty Reassigned Time: Policy, Principles, Program, and Process

Policy

1. Rationale and General Policy Statement

   Institutions of higher learning that value their growth and effectiveness need to encourage and release the full potential of their faculty. It is common knowledge that **incentives** of various kinds can play a critical role in promoting good teaching, innovative research, and valuable community service. The provision of regular **time** for creative scholarly activities is an essential but often intangible commodity.

It is, therefore, the policy of Fort Hays State University to provide teaching faculty with **reassigned time** to be used as an incentive for completing various kinds of scholarly activities. It is assumed that the provision of reassigned time will allow faculty to reset their daily schedules to complete worthwhile projects they otherwise would have insufficient time to accomplish.

Principles

1. Equal Access

All faculty will have an equal opportunity to compete for reassigned time. Special arrangements will be created to insure that any inequities in access generated by department/college size or other conditioning factors will be accommodated (see Section III).

2. Flexibility

Reassigned time can be awarded for a variety of purposes. The typical award will be for scholarly activity as defined by the faculty member's discipline and/or criteria set forth in the University *Faculty and Unclassified Staff Handbook*. Reassigned time may also be awarded for worthwhile projects involving teaching or community service. Teaching or community service projects, however, will normally be accommodated within departmental reassigned time policy arrangements unless departmental size or other special considerations apply.

Reassigned time can be awarded in a variety of formats. The typical award will be for three (3) hours of reassigned time for one semester. This is based on the recognition that the normal teaching load at Fort Hays State University has been defined by the Faculty Senate as 12 undergraduate teaching hours per semester.

Other award formats and options, however, especially for major research programs nearing completion, innovative service projects involving economic development, or efforts to promote external grant-seeking are not to be ruled out in appropriate cases. For example, departments are encouraged to establish arrangements which will permit faculty members to "bank" departmental reassigned time which could be "matched" with University-wide grants of reassigned time or resources. Possible departmental incentives and arrangements might involve creative scheduling of classes, pooling of courses, or special assignments such as direction of a higher than usual number of independent studies (see Section III).

3. Accountability

Accountability is a vital principle. It serves to maintain the integrity of the reassigned time program, the faculty participants, and the administration. It applies to the procedures used to allot reassigned time at both the University and departmental levels, the specification of goals, and the measures of achievement. Accountability is assumed to serve as a motivator to insure that faculty make optimum use of any grant of time and, furthermore, to emphasize the reciprocal obligations and commitment of the administration as an equal partner in the arrangement. The award, implementation, and expectations of any in-house grant of time at any level must be embodied in a "memorandum of intent" and approved by the appropriate administrative agents and participating faculty member.

Program

In order to comply with the imperatives of the aforementioned principles, a "two-track" reassigned time policy will be established. Track I will operate at the departmental level. Track II will operate at the University-wide level. The latter track is specifically designed to insure that all teaching faculty will be provided equal opportunity to apply for grants of reassigned time.

Track I (Departmental-level)

It will be the responsibility of the University president, the provost, and each of the college deans to encourage and support the development of guidelines and arrangements for the award of reassigned time within each academic department. The purpose of these guidelines is to clarify and establish how reassigned time is to be awarded within a department as an incentive for scholarly activity, teaching innovation, or service projects. Departments are encouraged to devise and manage a variety of incentives including creative scheduling of classes, the pooling of courses, the "banking" of reassigned time in return for the assumption of extraordinary duties, and so on. These guidelines will be developed through consultation with all members of a department and afford each member an equal opportunity to compete for reassigned time. All departmental-level guidelines must be reviewed and approved by the appropriate college dean and provost. It is assumed that departmental reassigned time will be managed on the basis of these approved policy arrangements but with an emphasis on flexibility and creativity in addressing the needs of faculty vitality and development. The appropriate management of reassigned time will be a criterion for the evaluation of department chairs and college deans.

Departments which are unable to generate internal reassigned time should inform the college dean and the provost. After a comprehensive review of a department's claim of an inability to generate internal reassigned time, the provost will have the prerogative to assign a particular department special status within the Track II/University-wide reassigned time program.

1. Track II (University-level)

It is the responsibility of the provost to establish a University-wide reassigned time pool which will be open to all teaching faculty. The objective of this University-level arrangement will be to assure that all teaching faculty will be provided an equal opportunity to compete for reassigned time, e.g., faculty members from small departments or departments assigned special status under Track I stipulations.
In order to fund and support this University-level program, the provost will set aside funds which represent the equivalent of .5 percent of the total annual instructional FTE. This appropriation will generate approximately $24,000 to fund eight units of reassigned time yearly at three hours each. These eight units will be available, on a competitive basis, as an incentive to faculty engaged primarily in scholarly activity or the promotion of external grant-seeking projects. Exceptions to these categories will be approved by the provost and the Reassigned Time Committee in accord with the procedures enumerated in Section IV.

Process

1. Procedures

   a. Track I--The award and assignment of reassigned time within departments will be regulated by approved departmental guidelines and embodied within yearly negotiated workload agreements.

b. Track II--It is the responsibility of the provost and the president of the Faculty Senate to appoint on a biennial basis a Reassigned Time Committee (RTC). The RTC will consist of the associate provost, a faculty representative from each of the five academic colleges, one representative from each campus with greater than ten resident faculty, and coordinator of scholarship and sponsored research.

   Step A: The RTC will develop and review annually a set of guidelines to regulate competition for reassigned time at the University level. These guidelines will include strict rules of accountability.

   Step B: Each year the RTC will evaluate all applicants for University-wide reassigned time, eliminate applications as appropriate, and rank all applications in order of priority. There will be no restrictions on the number of applicants from a specific department.

Approved by President Edward H. Hammond (01-21-89).
RTC revised by Provost (09-15).

RESIGNATIONS

Ethical Considerations

1. Notice of continuing appointment or reappointment with the conditions of the appointment are mailed soon after the May meeting of the Board of Regents. It is assumed that, if resignations have not been received by the president previous to this time or within ten (10) working days after the mailing of the notification of continuing appointment, reappointment, or appointment, faculty/unclassified staff members are accepting their continuing appointment, reappointment, or appointment for another academic year and can be depended upon to continue their duties.

2. When negotiations are in progress for a position on another campus or work site, the individual should notify his/her supervisor of the negotiations. Although ethical considerations encourage this type of communication, the University recognizes notification is not always feasible.

3. The acceptance of an appointment elsewhere should always be followed by a prompt letter of resignation to the Provost or appropriate vice president.

4. The resignation of a faculty/unclassified staff member causes a number of changes, such as adjustments in colleague workloads, availability of courses for students, and advising assignments. There are administrative costs as well for searches. Thus, faculty/unclassified staff members are not expected to resign after June 30.

Written Notification

1. There is no official resignation form. A letter of resignation shall be sent to the Provost or the appropriate vice president. In submitting letters of resignation, the reasons should be specified as well as the effective date.

2. All resignations shall be in writing, including the effective date of the resignation.

3. The original signed letter of resignation shall be addressed to the Provost or to the appropriate vice president. Electronic letters of resignation are not acceptable.

4. The Provost will acknowledge the resignation on behalf of the University.

5. Upon receipt of a letter of resignation, the Provost or the appropriate vice president will immediately send copies of the letter to:

   a. The President

   b. The Provost

      1. Appropriate College Dean

      2. Appropriate Department Chair or Director

   c. The Human Resource Office

Determination of Benefits

1. Due to state regulations on benefits, benefits cease the last day worked on the current notice of continuing appointment, reappointment, or appointment regardless of the effective date of the resignation.

2. A letter of resignation should be submitted a minimum of 30 days prior to the effective date of the resignation to manage pay-out of salary and fringe benefits.

Return of Equipment/Closure of Accounts and Projects

1. Before leaving campus, all library materials, equipment checked out from Technology Services, or any equipment or remaining supplies purchased with State of Kansas or FHSU Foundation funds or from Graduate School research grants, external grants, or external contracts must be returned.

2. Faculty/unclassified staff members holding external grants, research grants, external contracts, or external research contracts should consult the Grants Office and the Business Office in order that proper arrangements may be made for the liquidation or transfer of the grant and the proper disposition of any equipment or supplies secured under the grant or contract.

Exit Interviews

1. Exit interviews at the department or office level are conducted by the chair or director. Prior to the time of the exit interview, office keys, departmental or University equipment, and library or other materials are to be returned (see Building Access Policy, Ch 6). The *Faculty and Unclassified Staff Handbook*, The Comprehensive Faculty Evaluation and Development Handbook, and the Faculty Academic Advising Handbook should remain in the faculty member’s office.

2. Exit interviews for the coordination of benefits are conducted by the Director of the Human Resource Office. Since state regulations are the guiding policies and procedures for

benefits, the Director will explain the last day for paid health insurance, paid life insurance, vacation pay if appropriate, and other benefit issues.

3. When requested, a final exit interview is conducted by the Provost or the appropriate vice president.

Approved by President Edward H. Hammond (02-19-99).
Revision adopted by President's Cabinet (01-31-07).

RETIREMENT

Faculty members on a nine-month contract should plan their retirement to coincide with the end of an academic year or summer session. Members of the faculty or staff who are on twelve-month appointment should plan their retirements to coincide with the end of the fiscal year. A faculty or staff member, however, may request retirement at any time after their 55th birthday provided they have 10 or more years of Regents service.

Basic Retirement Program

There is a one-year waiting period for participation in the University's basic retirement plan. Participation in an acceptable retirement plan at another "institution of higher education" for one year within the last five years may be substituted for the waiting period.

Employee must be appointed to a budgeted position of .5 (half-time) or more to be eligible to participate.

Personal contribution is 5.5 percent--matched by the University with 8.5 percent. How the 14 percent total contribution is distributed within the retirement program, is the employee's decision.

Two (2) companies are available for participation; however, the employee is limited to participation with one (1) company at a time. The employee may change companies once each calendar year. The company names are: 1) TIAA-CREF and 2) Voya Financial.

Voluntary tax-sheltered options are available from the same company elected for the basic retirement program or 30 other life insurance companies licensed to sell in the state of Kansas.

Employees may participate in the voluntary tax-sheltered annuity program (without state contribution) whether or not they are eligible for the mandatory plan; there is no waiting period.

All University employees who are not primarily engaged as teachers participate in the KPERS. These employees become eligible for membership after one year of continuous service in a permanent position. For those eligible, participation is compulsory, and premium payments are by deduction from the payroll check. Under this system, members contribute four percent of their gross earnings; the University matches this and contributes sufficient additional funds to cover the employer liability under the act and group insurance programs.

KPERS, in addition to retirement benefits, provides for the University-purchased term life insurance, optional group life insurance, and long-term disability insurance. There are also service-connected death benefits available if death occurs in the line of duty.

Phased Retirement

Phased Retirement Program Regents Institutions

1. The Regents phased retirement program (hereinafter "the program") shall be open to all full-time, benefits-eligible unclassified employees of Regents institutions who have attained age 55 and who have completed 10 years of full-time service.

2. The maximum length of a phased retirement agreement shall be 5 years.

3. **An appointment under a phased retirement agreement must be at least .25, but no more than .75.**

4. Upon the culmination of the phased retirement agreement, the participating employee shall immediately retire.

5. Employees having retired upon completion of a phased retirement agreement shall not be precluded from post-retirement term appointments with a Regents.

6. Execution of a phased retirement agreement will not prevent an employee from retiring before the scheduled end of the agreement.

7. Funding for the program will come from the existing salary base.

8. Regulations of the Board of Regents shall be used and followed relative to operation and implementation of the program.

9. The maximum number of participants in any fiscal year cannot exceed 2 percent of an institution's unclassified FTE.

10. Phased retirement agreements must be mutually agreed upon by the employee and the appropriate institutional officer, within the limits of eligibility and limitations specified above. The reviewing officer must indicate that the agreement is in the best interest of the institution.

11. Participants in the program may partially annuitize their Regents mandatory retirement plan.

12. Participation in the program will not be counted against the institution's FTE limits.

K.S.A. 76-746 and K.A.R. 88-12, 1-8.

Kansas Board of Regents: Policies and Procedures Manual (12-01-95).

Phased Retirement Applications, Criteria for Evaluation of

Pursuant to the Memorandum of Agreement (MOA) between Fort Hays State University's Chapter of the American Association of University Professors (FHSU-AAUP) and Fort Hays State University/Kansas Board of Regents (FHSU) for July 1, 2010 through June 30, 2013, the following are decisional criteria to be used by FHSU in evaluating phased retirement applications pursuant to Article XV (b)(3):

1. **Number of phased retirement slots available.**
   Per Kansas law and applicable rules, policies and regulations, the maximum number of participants in phased retirement in any fiscal year cannot exceed 2% of FHSU's unclassified FTE.

2. **The estimated impact on a faculty member's department relative to a grant of phased retirement.**
   The needs of a department regarding the usefulness of a transition period for a retiring senior faculty member and the mentoring of a less experienced replacement faculty member will be considered. An evaluation of this factor may take into consideration the special expertise and experience of the retiring faculty member.

3. **Previous or pending grants of phased retirement within the same department or unit.**

4. **Any simultaneous or competing request for phased retirement.**

5. **The need to preserve any phased retirement slots for future requests.**
   Given the limited number of slots available in any fiscal year, anticipated upcoming retirements or phased retirement applications may be taken into consideration in evaluating current applications.

6. **The intent of the phased retirement applicant with regard to the timeline for fulfilling the phased retirement agreement.**
   Preference will be given to applicants who express a firm interest in completing the timeline requested in the application. Applicant will specify preferred time, location and method for duties to be performed.

7. **Special duties or projects within the University for which applicant may be qualified and willing to perform if item 2, above, is not especially applicable.**

8. **The recommendation of any previous reviewer or committee will be taken into consideration by the subsequent reviewer or committee.**
   No such recommendation is binding upon the University President who has the ultimate authority with regard to phased retirement applications pursuant to Kansas law, Regents' policies and regulations, FHSU's policies, and the MOA.

9. **Alignment with select goals and key performance indicators found within the university's strategic plan, FHSU's Kansas Regents Performance Agreement or Academic Quality Improvement Program priorities.**

10. **Any other consideration relevant to the University's mission, keeping in mind the purpose of phased retirement as set forth above.**

Approved by the Provost's Council (09/07).
Criteria revised to align with current MOA (08/12).

Limited Retirement Health Care Bridge

The purpose of the Limited Retirement Health Care Bridge Program is to provide a mechanism whereby state universities may assist unclassified employees who desire to retire before they become eligible to qualify for Medicare by contributing to the cost of the employee's health care coverage.

1. Eligibility.

   A. Participation in the Limited Retirement Health Care Bridge Program is a privilege, not a right, and is strictly voluntary. The university CEO or the CEO's designee and the employee must all agree that it is in the best interest of both the university and the employee for the employee to participate in the Program; this decision will be made on a case-by-case basis taking the employee's appointment or job responsibilities, the timing of the request and other pertinent factors into consideration.

   B. Only unclassified employees at the state universities who are eligible for retirement and who have completed at least 10 years of full-time service shall be eligible for participation in the program upon reaching 55 years of age.

   C. Employees participating in Phased Retirement pursuant to K.S.A. 2007 Supp. 76-746, as amended, and K.A.R. 88-12-1 through 8, as amended, are not eligible to participate in the Limited Retirement Health Care Bridge Program.

2. Procedure.

   A. Each unclassified employee meeting the eligibility conditions of this policy provision who desires to participate in the Limited Health Care Benefits Program must submit, within six months of the employee's proposed retirement date, a written request to retire and to participate in this program to the employee's department/unit head or academic dean.

   B. If the request is approved by the university CEO or the CEO's designee, the university attorney shall draft an agreement between the university and the employee providing for payment of a specified lump-sum amount upon retirement, calculated in accordance with subsection c.(3).

   C. The agreement shall be signed by the employee and the university CEO or the CEO's designee.

   D. Limited Retirement Health Care Bridge payments shall be paid as a payroll expense and will be subject to employee fringe benefit requirements, including taxes.

3. Amount of Benefit.

   The lump sum payment shall be an amount negotiated between the university and eligible employee that is not more than the sum of 1) three times the maximum annual retiree direct bill medical plan premium for an employee, spouse and children under the State Health Care Benefits Program during the year the request for retirement is submitted, and 2) the amount necessary to cover the employee fringe benefits costs associated with the benefit amount. In no event shall the benefit amount be based solely on the age of the participant such that it would be a violation of the Age Discrimination in Employment Act.

Kansas Board of Regents: Policies and Procedures Manual (01-15-09).

CHAPTER 6 -- BUSINESS AFFAIRS: GENERAL REGULATIONS, SERVICES, AND PROCEDURES

ACCIDENTS AND MEDICAL INCIDENTS

University employees are covered by the Kansas Workmen's Compensation Law for job-related accidental injury. All such injuries should be reported as soon as possible to the director of the physical plant for filing with the state self-insurance fund. Accident report forms are provided to all offices for this purpose.

BUDGETS

Budget requests are submitted by the offices and departments through the deans to the provost for recommendation to the president. The president reviews all budgets before sending them on to the Board of Regents for approval.

BUILDING ACCESS POLICY AND PROCEDURES

Purpose

This policy is to establish and implement an effective key management system and policy; establish responsibility and accountability among key users; to provide legitimate access to all university personnel; and to establish key request, issuance, and return procedures.

Applies to

All employees, students, and construction contractors and maintenance personnel who are issued a key for entrance to rooms, buildings, storage facilities, or padlocks by the Fort Hays State University Lock Shop.

Definitions

Grand Master Key (GMK) is restricted to Administrative Personnel - this key will open any door in the academic area.

Zone Master Key (ZMK) is restricted to Administrative Personnel - this key will only open doors in a zoned area. The Zone Map is attached.

Building Master Key (BMK) allows access to all assignable and non-assignable space within a single building - reserved for Deans, Building Supervisors, and Custodial Supervisors.

Departmental Master Key (DMK) allows access to limited subgroup areas within a single building - issuance is assigned by Department Chairs or Vice Presidents (for areas within their own department).

Mechanical/Custodial Master Key allows access to mechanical rooms and custodial closets in buildings across campus. This key must be authorized by the Physical Plant Director, the

Director of University Police, or Custodial Supervisor. These keys are restricted to Custodial, Building Maintenance, and Ground Supervisory employees.

Change Key allows access to a series of rooms, closets, etc., within a subgroup within a department in a single building - issuance is assigned by the Department Chair or Director.

Entrance Key allows access to entrance doors to a specific building - issuance is assigned by the Department Chair or Director.

Temporary Key allows construction personnel, outside maintenance personnel, etc., access to the area they are working in. Issuance is assigned and approved by the Director of Physical Plant Maintenance and Construction, Director of Facilities Planning, and the Director of University Police.

Replacement Key is defined as any key to replace a lost, stolen, or broken/ worn key.

Padlock Key requires assignment by Department Chair or Director.

Policy

A complete, official, computerized key record will be maintained on each key issued by the Lock Shop. Each Department Chair or Director should also maintain a record of keys dispersed to their personnel. Key record printouts will be available to Deans, Department Chairs, or Directors for their areas.

Keys to buildings, classrooms, offices, department storage closets, and padlocks will be issued by the Lock Shop only when a Lotus Notes Key Authorization or Replacement Key Form has been properly approved by all authorized parties.

A Key Authorization Form will be required for each key issued. The Key Authorization form must be approved within 10 days after origination of the form. Keys are generally issued to individuals, and each individual assumes financial responsibility for lost keys. A fine of $100.00 will be charged for each key that is not returned at the designated time. Students will no longer pay a fee per key. The key deposit fee, that was paid previously, will be refunded only when the key is returned.

Broken/Worn keys will be brought to University Police Department. The University Police Department will take the key to the Lock Shop. When the key is repaired and returned to the University Police the person who left the key will be notified by University Police Department that the replacement key is ready to be picked up. Replacement of broken/worn keys will be at no cost. No form should be submitted.

Lost/stolen keys must be reported to the University Police. Each lost/stolen key reported is given a case number. The Replacement Key Form including the case number should be submitted and approved on Lotus Notes. Notification will be sent for the key to be picked up at University Police Department. A $20.00 non-refundable fee will be charged to an employee requesting the replacement of a lost/stolen key after approval of the Replacement Key Form. Should a key that has been reported lost/stolen be found, it should be returned to the University Police Department.

It is the responsibility of the key holder to ensure that each key is returned to the University Police Department prior to leaving the university or transferring to another department. The Human Resource Office will advise employees to return any FHSU key to the University Police Department while conducting the exit interview. Faculty, Staff, and Students failing to return any keys will be assessed a $100.00 fine. The following statement appears on the Key Acceptance Form: I understand that past-due student accounts will result in University enrollment, transcript and services being withheld in accordance with University Regulations. Faculty, Staff, and Student delinquent debts may be reported to a credit bureau and referred to collection agencies, or litigated. I agree to pay costs of collecting unpaid charges, including attorney fees and court costs. This Agreement shall be construed in accordance with Kansas law and any lawsuit arising out of this Agreement is subject to the exclusive jurisdiction of the Ellis County District Court in Hays, Kansas.

Construction contractors and maintenance personnel failing to return keys after completion of a project will have a hold placed on the project's final payment.

Once a year, an Annual Key Inventory Report will be sent to each department which will list the keys that are outstanding. Department Chairs and Directors are responsible for reviewing the accuracy of the report. The Inventory Report will be returned to the Lock Shop within 30 days with any discrepancies noted. An amended report will be prepared and sent to the department to ensure that the changes have been accurately entered into the computer system. Since each person or department is financially responsible for all keys issued, accurate information is of vital importance.

When a key is found it is to be returned to the University Police Department who will return the key to the Lock Shop. If you find a key you reported as lost – the lost key should be returned to the University Police Department. Do not keep it.

To protect the integrity of assigned areas, no key may be loaned or transferred to anyone. Anyone found possessing a key not issued to them, as well as the person who the key was issued to, will be charged a $20.00 fine.

It is illegal to duplicate the ASSA key because of its copyrighted design. To duplicate it, by whatever means, may result in a lawsuit initiated by ASSA Inc. against the individuals or companies involved in the duplication. The only person authorized to duplicate a key is the Locksmith.

Access to equipment and custodial rooms will be restricted. Only university padlocks will be allowed on doors, gates, and fencing. (This does not include personal lockers, cabinets, desks, etc.)

To view full policy and supporting documents, see University Policies page www.fhsu.edu/policies/administrative

Adopted by Cabinet (04-94).
Revision adopted by President’s Cabinet (01-31-07, 12/03/12).
Revision adopted by Executive Leadership Team (01-29-16).

BUILDING SUPERVISORS

Each campus building has been assigned a supervisor to oversee the physical facilities as to personnel safety, building repairs, and other related matters. This leadership role is important not only for safety and maintenance purposes, but for conservation of energy and protection of state property housed in the facility. This University representative remains sensitive to building and equipment conditions that warrant attention by the physical plant department or other appropriate personnel. As a safety or repair need becomes evident to a faculty or staff employee, the employee is to notify the building supervisor of the problem. The building supervisor will then submit a work request to the physical plant department or take appropriate action. Routine replacement of worn/broken chairs, tables, chalkboards, carpet, etc., in common areas such as classrooms and lobby areas is a continuing need. Faculty members, custodial staff, and other employees are encouraged to be aware of items needing replacement and promptly report these to the building supervisor. The building supervisor will then submit a work request to the physical plant department or take appropriate action.

Individual departments are responsible for repair and replacement of instructional equipment within their areas. Instructional equipment includes such items as maps, electronic equipment, etc.

Faculty and building supervisors are advised to contact the Physical Plant during normal business hours, or University Police or the Director of the Physical Plant regarding urgent concerns after hours.

BUILDINGS AND FACILITIES

See Campus Facilities, Use of Chapter 1.

BUSINESS OFFICE

The Business Office is the principal source of information about University procedures, and reimbursement for activities performed on behalf of the University. Other services include the collection of enrollment fees, residence hall fees, accounting for student activity funds, the distribution of faculty, staff and student activity tickets, etc.

CAPITAL ASSETS INVENTORY

The Property Management Officer is responsible for monitoring capital assets. This position will maintain the inventory database, place stickers on assets, process DA-110s and transfers, send out yearly inventory certifications and perform annual audits.

The Assistant Property Management Officer will be responsible for reconciling the inventory database to the university’s financial system and reconciling the inventory database to DA110s and transfer reports.

An asset is a tangible item or items to be assembled into a single asset. Assets (other than computers which are monitored by Technology Services) with a useful life greater than 1 year and total cost greater than $5,000 will receive a FHSU sticker and be maintained in the inventory database. Monthly reports will be sent by the Property Management Officer to departments who have new capital assets added to their inventory to verify it was accurately labelled and recorded. Annual certifications will be sent by the Property Management Officer to verify departments still have ownership of all their assets. Any discrepancies must be reported on the discrepancy sheet. The Property Management Officer will perform annual audits personally verifying the location of all assets the department owns.

Any item purchased and paid for by the State of Kansas and processed through the Business Office belongs to the State, no matter how acquired (state funds, grant funds, housing funds, etc). Items manufactured, acquired as a gift (includes items paid for from Foundation funds), or as surplus property also becomes property of the State. The Business Office shall be notified when gifts are received. All assets must be maintained on Fort Hays State University property. Assets may NEVER be rented or loaned for personal use NOR given away without following proper disposal procedures. Full time employees working off campus must have permission from their supervisor for any assets that will not be permanently maintained on campus. The supervisor must keep record of those assets and who has possession of the assets.

To dispose of an asset (equipment not traded in and/or equipment no longer needed), all electronics (computers, laptops, printers, etc) must be sent to Technology Services and for all other assets a Physical Plant work order must be submitted to move the item to cold storage for disposal. If an asset is $5,000 and greater a DA 110 Disposition of Property form must first be completed and approved, which is located at www.fhsu.edu/bus_off/Inventory.

If an employee discovers an asset is lost or stolen they must immediately report it to their supervisor. The supervisor should then email the Property Management Officer with the details of the asset, including inventory #, and any known information about the loss/theft including last known location, date last seen, employee last known to have possession, etc. The Property Management Officer will report loss/theft to University Police.

Items transferred between departments or offices must be reported on the transfer form located at www.fhsu.edu/bus_off/Inventory.

See full policy and definitions on University Policies page http://www.fhsu.edu/policies/administrative/.

Adopted by Executive Leadership Team (01-29-16).

CELL PHONE POLICY

• Employees must make a formal request for issuance of a University supplied cell phone by initiating a justification of need to their immediate supervisor. The justification must indicate how the phone will support the University's business, improve the employee's ability to do his/her job, and/or provide efficiency that does not currently exist. The supervisor must indicate agreement by attaching a memo supporting the request and forwarding it to the next level supervisor. Ultimately the cell phone request must be approved by the appropriate Vice President or designee.

• Once approved, the employee will receive a UNIVERSITY CELL PHONE AGREEMENT and will sign said agreement indicating acceptance of the terms of the issuance of a University Cell Phone. Upon completion of the Agreement, the employee will be issued a cell phone by the Telecommunications Department.

• Personal calls should be held to a minimum and avoided if possible. In the event personal calls are necessary the employee is responsible for all personal minutes used including roaming and long distance charges. The employee will reimburse costs related to each call either by applying a “per minute cost”, if the call is within the plan minutes, or by actual charges if the call occurs in excess of the plan minutes. “Plan minutes” and “per minute cost” will be defined in the “Cell Phone Agreement”. Reimbursement for personal use must be made to the University within fifteen days of receipt of the itemized billing statement and reconciliation of same.

• The employee must not operate state vehicles while using the cell phone.

• The employee is responsible for the loss of any cell phone and must pay for replacement of the cell phone unless sufficient proof can be supplied that the phone was stolen or lost outside the control of the employee. Exceptions, on a case by case basis, may be made by the President or Vice Presidents. Such exceptions are not binding and do not constitute a waiver of the University's right to insist upon full reimbursement in any given case.

• If the employee wishes to purchase a phone other than what is available by contract, the employee will be required to pay the difference in cost.

• Failure to comply with the above may result in requiring the employee to surrender his/her University Cell Phone.

• Cell phones will be provided by the University for travelers using State vehicles, for safety considerations, who do not have access to another University cell phone or a personal cell phone. Employees requesting a University Cell Phone while using a State vehicle will adhere to all rules concerning personal use of said cell phone.

· Cellular service for devices that are contracted and paid for by the University, shall include a monthly billing statement for use by the University showing for each call the date, time, length, billing charge and telephone number of the other party, when such number is available.

Agreement:

UNIVERSITY CELL PHONE AGREEMENT

By signing below I understand and agree to all the conditions of issuance of a University Cell Phone.

1. I am responsible for all personal calls. Plan minutes are set at ____ minutes per month at a rate of $_____ plus taxes per month, both of which are subject to change. This equates to a per minute cost of $_____ for all calls made within the plan minutes, which is also subject to change. I also understand I am personally responsible for all long distance and roaming charges that are applicable to all personal phone calls. I understand this phone is to be used for University business and that although personal phone calls are allowed they will be kept to a minimum.

2. I understand and agree that I will not use the University Cell Phone in an unsafe manner while operating a motor vehicle or other equipment provided by the State. I will also apply the same required safety considerations of using a University Cell Phone while operating a State vehicle while using my personal vehicle.

3. I understand and agree that if I lose the cell phone I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by the President or Vice Presidents.

4. I will choose a phone offered through the University contract or I will personally pay the difference in cost of a phone of my choosing.

5. I will make reimbursement to the University for all personal calls within 15 days of receipt of the itemized billing statement and reconciliation of the same. Said reimbursement will include charges for personal minutes used including long distance and roaming charges and applicable taxes. Cell phone billings are subject to audits by the State as well as other entities. I also acknowledge that cell phone bills and other documents are public records.

6. I agree to adhere to the Governor's Executive Order regarding use of State issued cell phones.

7. I understand and agree that in the event I do not adhere to any part of this agreement or the Governor's Executive Order I may be subject to termination of access to the University cell phone and/or other disciplinary action.

Agreed to this _____ day of _______________, 20__ by:
____
Employee
For use by the Department of Telecommunications:
Cell phone Issued:___________________________________
Date:_______________________________ By:________________________________

Business Use of Personal Cell Phone:

In the event that an unclassified employee finds it unreasonable to limit personal use of a University supplied cell phone, potentially necessitating the need to carry both a personal and business cell phone, the following option is available:

- Where the University (Provost or appropriate Vice-President) determines an unclassified employee, typically Director level or above, is required to be available via cellular device to the University at any time, and a University supplied cellular device is not determined to be reasonable, a maximum amount of $80.00 may be added to an employee's monthly pay by completing an Additional Pay Request Form for Use of a Personal Cellular Plan for University Business. With the additional pay, employees must independently contract for a personal cellular phone plan and device which would then be used for both personal and business use. The additional compensation is intended to cover the regular business use that is conducted on the individual's cellular phone.

Additional considerations

a. Cell phone numbers for all individuals affected by this policy must be available for University use.

b. New contracts being issued for new employees should have a cellular phone expectation built into the starting salaries.

Agreement:

AGREEMENT REGARDING ADDITIONAL SALARY
FOR USE OF A PERSONAL CELL PHONE FOR
UNIVERSITY BUSINESS

1. It has been determined that the undersigned employee is required to be accessible for University business during all hours.

2. It has also been determined that it is burdensome for the employee to carry a University supplied cell phone and reimburse for personal use, which is restricted therefore, the employee would need to carry a second personal cell phone.

3. Therefore the University agrees to compensate the undersigned employee through additional monthly salary an amount of $80 to allow the employee to have one cell phone for both personal and business use.

4. The employee will not request a University Cell Phone and will not expect any other reimbursement for use of the personal cell phone for business purposes, nor will the University have any further responsibility to the employee with regard to his/her phone or cell phone plan, or the costs thereof.

5. I understand that I am required to provide my cell phone number to my supervisor and I am required to notify him/her immediately if I change my cell phone number.

6. I also understand that any additional software required to make my phone compatible with University systems is to be purchased at my expense and is considered reimbursed as a part of the additional compensation.

Agreed to this ______ day of _________________, 20____.

___

Employee — Print Employee Name

___

Supervisor — Date

___

Vice President/Provost — Date

___

Vice President for Administration and Finance — Date

___

Budget and Planning — Date

Approved by President’s Cabinet (09-01-10)

CHAIRS AND EQUIPMENT

Requests for moving chairs and equipment should be made on work requests submitted to the Physical Plant. It is the general policy of the University not to loan University equipment for off-campus use.

CONTRACTS WITH OFF-CAMPUS AGENCIES

KBOR Policy on Execution of Contracts

Background Information

1. State universities may enter into contracts to acquire products or services normally requiring the expenditure of funds, including leases real property as described in chapter II, section E "Facilities" of the KBOR Policy Manual, with any party or parties including any agency of the United States or any state or any subdivision of any state or **with any person, partnership, or corporation if the purpose of such contract is related to the operation, function, or mission of** the state university. (K.S.A. 76-721). The Board's President and Chief Executive Officer must be notified in writing of any contract which requires expenditures or transfers by the institution of an amount greater than one million dollars ($1,000,000), excluding contracts directly related to a capital improvement project.

2. All contracts between the state universities and other state agencies shall be subject to the provisions of K.S.A. 75-3711b. (K.S.A. 76-721).

3. Any contract with a corporation whose operations are substantially controlled by a state university shall provide that the books and records of such corporation shall be public records and shall require an annual audit by an independent certified public accountant to be furnished to the Board of Regents and filed with the state agency in charge of post auditing state expenditures.

4. Only the chief executive officer of the state university, or a specifically authorized designee of the chief executive officer of the state university, shall execute contracts on behalf of a state university. All delegations of authority made pursuant to this provision shall be filed with the General Counsel of the Board of Regents at least annually.

5. All contracts shall be in the name of the state university. Individual schools, divisions, and departments shall not enter into contracts.

Kansas Board of Regents: Policies and Procedures Manual
Updated to correspond with current KBOR policy (09-10-15.

Contracts and Contractual Authority Policy Statement

All purchase contracts shall follow procurement procedures.

All contracts shall be negotiated by approved personnel who have officially been authorized by the President of the University or a Vice President to negotiate contracts on behalf of the University. This includes any contract that involves University resources.

Contract approval process shall move from the initial negotiation to the General Counsel office for approval as to form and coverage of liabilities.

Any contract that involved any monetary exchange with the University must be reviewed by Administration and Finance as well.

After stamp of approval from General Counsel and Administration of Finance then the contract may be signed by either President of the University or Vice President of Administration and Finance.

All contract renewals shall follow the same pattern.

Copies of all contracts shall be kept at the Office of General Counsel.

Contracts with outside sources

A copy of all contracts with agencies, persons or other sources outside of the University or contracts between the University and faculty or students for items other than employment, housing or instruction activities should be submitted to the office of the General Counsel. The office of the General Counsel will maintain copies for University reference. The original or a second copy should be maintained in the department originating the contract. All documents submitted are considered attorney-client communication.

Affiliation Agreements

All agreements to affiliate University instructional departments with agencies, persons or other sources outside the University for the purpose of student instruction shall be submitted to the office of General Counsel for review. After review, the general counsel will return the agreement with commentary, if any, to the department submitting the same to complete the negotiations. After review and approval as to form, General Counsel, will return to the Department to obtain the outside parties signatures. After return of signatures from outside party, then the contract will then be forwarded to obtain University signature. One copy of the agreement should be kept in the department or source originating the contract. A copy of the signed affiliation agreement should be forwarded to the office of the General Counsel for University reference. All documents submitted are considered attorney-client communication.

Construction, Bid or Other Contracts Negotiated through the Department of Administration

Contracts generated through or negotiated by the Department of Administration on behalf of the University are maintained in the finance office and are exempt from these requirements.

Student/Faculty Housing Contacts

Contracts between the University and faculty, staff or students for University housing are maintained in the Residential Life office and are exempt from these requirements.

Student/Faculty Employment Contracts

Contracts between the University and faculty, staff or students for University employment are maintained in the Human Resource’s office and are exempt from these requirements.

Alumni Association

Contracts generated and funded by the University Alumni Association that are limited in duration and level of consideration, i.e., contracts for room reservations, are exempt from these requirements.

Athletic Contracts

Contracts generated and funded by the University Athletic Association that are limited in duration and level of consideration, i.e., contracts with officials for athletic events, are exempt from these requirements.

Contract Review

Any department may submit a proposed contract to the office of the General Counsel for review and comment prior to signing the contract. This includes any contract that may be maintained in a separate office and is exempt from the requirements discussed supra. All documents submitted for review are considered attorney-client communication.

Adopted by Executive Leadership Team (02-26-16).

CREDIT CARD SECURITY POLICY

Summary

The Payment Card Industry Data Security Standard (PCI DSS), a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council, including American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc. International, to help facilitate the broad adoption of consistent data security measures on a global basis. PCI DSS compliance is mandatory for any organization that collects, processes, or stores credit card information.

Purpose

The purpose of this policy is to establish requirements for collecting, storing, processing and transmitting credit card data to facilitate compliance with the PCI DSS requirements.

Groups Covered

This policy applies to all Fort Hays State University faculty, staff, students, temporary employees and any other persons who collect, process, transmit or store credit card information physically or electronically. Any other entity or individual using FHSU servers or the FHSU network must also abide by this policy. Hereinafter, all applicable persons will be referred to as “Department” for the purposes of this policy.

To help protect against exposure and possible theft of sensitive credit card data and to comply with the PCI DSS requirements, Departments must follow the policies and procedures outlined in this document.

Policy Requirements

Fort Hays State University is required to establish, publish, maintain and disseminate a security policy that addresses all PCI DSS requirements. Each of the 6 goals and 12 requirements as outlined in the PCI DSS are addressed in this document.

Section 1 - Build and Maintain a Secure Network
Requirement 1: Install and maintain a firewall configuration to protect cardholder data
Requirement 2: Do not use vendor-supplied defaults for system passwords and other security parameters

Section 2 - Protect Cardholder Data
Requirement 3: Protect stored cardholder data
Requirement 4: Encrypt transmission of cardholder data across open, public networks

Section 3 - Maintain a Vulnerability Management Program
Requirement 5: Use and regularly update anti-virus software
Requirement 6: Develop and maintain secure systems and applications

Section 4 - Implement Strong Access Control Measures
Requirement 7: Restrict access to cardholder data by business need-to-know
Requirement 8: Assign a unique ID to each person with computer access
Requirement 9: Restrict physical access to cardholder data

Section 5 - Regularly Monitor and Test Networks
Requirement 10: Track and monitor all access to network resources and cardholder data
Requirement 11: Regularly test security systems and processes

Section 6 - Maintain an Information Security Policy
Requirement 12: Maintain a policy that addresses information security

Policy Implementation

1. Build and Maintain a Secure Network

Requirement 1: Install and maintain a firewall configuration to protect cardholder data

- All systems used to transmit cardholder data will implement a firewall to guard against intrusion.

Requirement 2: Do not use vendor-supplied defaults for system passwords and other security parameters

- All system passwords must meet the requirements given in the FHSU Electronic Information Security Policy.

2. Protect Cardholder Data

Requirement 3: Protect stored cardholder data

Web Based Requirements

- In most cases, Departments will be required to use a secure web based gateway or virtual terminal that is supplied by a PCI compliant service provider.

- Credit card data is not entered into a server on the FHSU network.
- The contracted service provider transmits and stores the cardholder data. Data is not retained on any server hosted by the FHSU network.
- Departments will not record, process or store sensitive cardholder data.
- Sensitive authentication data that is stored on gateway systems or virtual terminals is masked and only select information is viewable to designated FHSU Employees with business need-to-know.
- The maximum cardholder data that may be viewed may include the following:
  - The type of payment card (Visa, MasterCard, Discover, American Express)
  - The first four and the last four digits of the primary account number
  - The expiration date

Hard Copy Requirements

- If a Department must physically collect cardholder data for payment, all documents containing sensitive data must be hand-delivered to the Student Fiscal Services office within three business days of collection.
- If hard copy of credit card data is kept by the Department for any length of time before it is delivered to Student Fiscal Services, it must be stored in a secure, locked location with restricted access.
- Only University employees with business need-to-know are allowed to access and/or view the cardholder data.
- Cardholder data will only be stored in the Student Fiscal Services office. Departments are not allowed to permanently retain credit card data.
- Once the credit card data is received in the Student Fiscal Services office, the transaction(s) are processed by a Student Fiscal Services employee on a virtual terminal.
- The hard copy of the credit card data is stored in a secure and locked location restricted from unauthorized access.
- The credit card data will be retained for no more than two fiscal years. The data will be kept for the time period specified for the following purposes:
  - To meet the University’s audit requirements.
  - To validate a charge in the event of a cardholder dispute or notification of fraudulent use.
  - To process a credit transaction to the card using the original method of payment.
- At the close of a Fiscal Year end, Student Fiscal Services will dispose of the credit card data stored from the prior Fiscal Year according to Student Fiscal Services Data Retention and Disposal procedures.

Additional Requirements

- It is prohibited to enter or store sensitive authentication data on devices including, but not limited to, office or personal computers, laptops, data storage devices, USB flash drives, DVD’s or CD’s.

- Credit card data may not be collected or transmitted using unapproved online forms, email, fax or any other unsecured transmission method.

Requirement 4: Encrypt transmission of cardholder data across open, public networks

- No cardholder data shall be transmitted across any data network in plain text. The transmission of cardholder data will require the use of Secure Socket Layer (SSL).

3. Maintain a Vulnerability Management Program

Requirement 5: Use and regularly update anti-virus software

- All computer systems used for handling credit card payments will have current anti-virus software, updated regularly, as outlined in the FHSU Information Assurance Security Policy.

Requirement 6: Develop and maintain secure systems and applications

- All computing systems on the FHSU network and users of computers on the FHSU network must follow and abide by the FHSU Information Assurance Security Policy.

4. Implement Strong Access Control Measures

Requirement 7: Restrict access to cardholder data by business need-to-know

- Access to physically stored cardholder data and/or any system used to process and store transaction data is restricted and available only to FHSU employees whose job requires access to such information.
- Authorized employees who access cardholder data must have a valid business purpose for doing so.
- Access rights for employees utilizing web-based systems for online transactions are restricted to least privileges necessary to perform job responsibilities.
- The assignment of privileges is based on each employee's job classification and function.

Requirement 8: Assign a unique ID to each person with computer access

- User ID's for all FHSU information systems and services are granted and revoked as per the FHSU Electronic Information Security Policy.
- Creation, access delegation and deletion of user accounts for systems used exclusively for credit card payment purposes is maintained by a system administrator appointed by the FHSU PCI Compliance Team.
    - Users of such systems are assigned a unique ID and password that allows access to their pre-determined privileges.
    - The initial password that is provided is changed immediately after the first use.
    - Users are prompted and required by the system to change passwords at least every 90 days.

  - Users shall follow good security practices in the selection and use of passwords as per the FHSU Electronic Information Security Policy.
  - Access for terminated users is immediately revoked and the user ID is disabled.

Requirement 9: Restrict physical access to cardholder data

- Hard copy of credit card data is stored in a separate, secure room within the Student Fiscal Services Cashier office.
- The Cashier's office is accessible only to Student Fiscal Services employees and other University employees who require entrance into the area in order to perform functions of their jobs.
- All access doors to the Cashier area are locked 24 hours a day and entrance is granted by entering an authorization code into a keypad. Only employees of Student Fiscal Services are provided with the pass code(s).
- If a Department must keep hard copy of credit card data for any length of time before it is delivered to Student Fiscal Services, it must be stored in a secure, locked location such as a vault or a locked filing cabinet.
- Only University employees with business need-to-know are allowed to access and/or view the cardholder data.
- When destroying physically stored credit card information, hard copy of cardholder data is cross-shredded by an FHSU employee before it is disposed so that data cannot be reconstructed.

5. Regularly Monitor and Test Networks

Requirement 10: Track and monitor all access to network resources and cardholder data

- The University will employ network monitoring tools to audit the network activity of systems transmitting cardholder data within the University network.
- The University will employ intrusion prevention and detection methods to protect the transmission of cardholder data within the University network.

Requirement 11: Regularly test security systems and processes

- Vulnerability management will consist of periodic network scans to identify and eliminate security threats that make system and network compromise possible.
- Processes engaging the network will be reviewed periodically and will be adjusted accordingly as production processes give way to better practices.

6. Maintain an Information Security Policy

Requirement 12: Maintain a policy that addresses information security

- The FHSU PCI Compliance Team was created to facilitate and maintain compliance with the PCI DSS. The Team consists of members appointed by the Vice President of Administration and Finance. The PCI Compliance Team is responsible for the following:
  - Establish, document and distribute security policies and procedures.

    - Monitor and analyze security alerts and information, and distribute to appropriate personnel.
    - Establish, document and distribute security incident response and escalation procedures to ensure timely and effective handling of all situations.
    - Assign responsibility for administering user accounts, including additions, deletions and modifications.
    - Assign responsibility for monitoring and controlling all access to data.
- All transactions that involve the collection and processing of credit card data at FHSU or on FHSU systems must be performed using methods or systems approved by the University PCI Compliance Team.
- Departments must obtain approval from the FHSU PCI Compliance Team through an application process before credit card or debit card payments may be accepted.
- If a Department is approved to accept credit cards, anyone within that Department who will be handling credit card data will attend a mandatory training session that addresses security awareness.
    - Individuals will be required to acknowledge that they have read and understand FHSU's Credit Card Security Policy and Procedures.
- As an aid to minimize the risk of attacks from internal sources, criminal background checks are performed on each person hired for a position of employment at FHSU as per the policies and procedures relating to criminal background checks for employees.
- Each Department approved to accept credit cards as a form of payment is required to develop internal policy and procedures to help ensure that they are compliant with the PCI DSS requirements.
    - The policy and corresponding procedures must be submitted to the FHSU PCI Compliance Team for approval.
- The FHSU PCI Compliance Team will monitor and review that the Department is following compliance policies and procedures on at least an annual basis or if non-compliance is suspected.

Risk Assessment

- The PCI Data Security Standard Self Assessment Questionnaire will be completed at least annually to identify threats, vulnerabilities and results.
- The FHSU Credit Card Security Policy will be reviewed at least annually and updated as needed to reflect changes to business objectives or the risk environment.

Risk of Non-Compliance

- The requirements in this policy and other FHSU Policies are not optional and will be strongly enforced.
- Failure to comply with the policies and procedures may result in:
    - Significant fines assessed to the Department and/or FHSU.
    - Additional costs associated with remediation or legal fees.

- Loss of the ability to accept credit cards as a form of payment.
- Unfavorable publicity and loss of a positive reputation.

Resources:

PCI Security Standards Council
https://www.pcisecuritystandards.org/

FHSU Electronic Information Security Policy
https://www.fhsu.edu/policies/info-access/

Policies and Procedure Relating to Criminal Background Checks for Employees
http://www.fhsu.edu/policies/

Adopted by President's Cabinet (05/06/09).

DEPOSIT OF CASH RECEIPTS

Purpose

To provide guidance concerning the deposit of University funds. To ensure receipts are deposited in accordance with State of Kansas laws and statutes and to provide an accurate accounting of taxable sales.

Policy Statement

Per KSA 75-4215 "All fees, tuition, and charges of any and whatsoever nature collected by any state agency shall be remitted daily to the state treasurer." To comply, all University departments are expected to deposit funds in accounts designated by this policy. Funds received by the University must not be deposited in checking, savings, or any other accounts at financial institutions. The use of the University's federal identification number by faculty, staff, or student groups on financial institution accounts is prohibited.

Implementation

University Departmental (Restricted Fee) Accounts

Receipts from the following sources shall be deposited in University departmental accounts as restricted fees: amounts collected for educational programs, sales of merchandise or property, services rendered, or admissions to events; revenue received as compensation for the authorized use of state-owned property; grants received from private or public sources; other revenue (such as fines or delinquency charges); and nonrevenue receipts (such as recovery of expenditures or refunds).

Student Activity Accounts

Student Fiscal Services administers activity accounts for the convenience of student groups and University related faculty and staff groups. These groups are encouraged to use activity accounts for University related activities. University funds, with the exception of statutorily identified fees associated with student publications, athletics, or student unions, may not be transferred to these accounts. Sales made on behalf of activity accounts are subject to sales tax. Student Fiscal Services is responsible for remitting sales tax to the State of Kansas for any taxable sales.

FHSU Foundation Accounts

FHSU Foundation accounts should be used only for contributions or bequests, certain grants, or other purposes specifically designated by the FHSU Foundation. FHSU Foundation accounts should not be used for receipts outlined in the two previous sections.

Opening new accounts for University departments and/or any exceptions to this policy by the FHSU Foundation require the advance approval of the University President.

Approved by Cabinet (12-05-00).

EDUCATIONAL TRAVEL

This policy applies to any travel requiring at least one overnight stay away from campus, the purpose of which is to study or otherwise engage in an educational activity, when that educational activity is incidental to, but not required by the traveling parties' attendance or employment at FHSU.

This policy is meant to apply to both students and employees participating in educational travel. This policy does not apply to one-day trips or excursions where no overnight stay is required. Further, "educational travel" does not include trips taken by organized and official athletic teams of FHSU when participants of the trip are engaged in the scope of their employment with FHSU (such as coaches), in furtherance of a course of study with FHSU (such as student trainers or band participants) or in furtherance of an officially recognized athletic activity (such as athletes). This policy also does not apply to travel by members of student organizations officially recognized by FHSU, when the travel does not utilize state vehicles or other University resources. Finally, this policy does not apply to trips that are a required element of a student's course or an employee's job.

Any trip which does not constitute educational travel as defined herein is outside the scope of and not recognized by this policy. However, any faculty taking students away from campus on an event that does not constitute educational travel are advised to notify the department chair or the dean, if the department chair is not available. Any trips for business purposes incidental to employment with FHSU should be approved through preexisting and approved processes or as otherwise directed by the employee's immediate supervisor. Student organizations and their sponsors should seek approval for travel not utilizing any state property or resources through pre-existing channels. Nothing contained in this policy is meant to alter the procedures used for requesting permission for travel, requesting the reimbursement of travel expenses, or requesting the use of a University vehicle. A trip which will result in personal financial benefit to employees of FHSU (e.g. free airfare, lodging, or other similar benefit) will not be recognized by this policy.

Situations involving educational travel to which this policy will apply include, but are not limited to the following: Voluntary study abroad or exchange experience whereby a student or students of FHSU travel to another city, state or country for the purposes of studying temporarily at another institution of higher education for which credit from FHSU will be received or sought;

trips which, while not required by an FHSU course, are made optional through such course, with the purpose of the trip relating to the course in some way. Specific examples of these situations include travel by a Modern Language student to the Universidad Autonoma de Guadalajara (UAG) to study Spanish for a summer, with credit earned at UAG to be transferred to FHSU upon completion of the study. Another example of educational travel includes travel by FHSU students or non-FHSU students to France with volunteer faculty of FHSU over spring break. Finally, travel by students pursuant to an exchange program with SIAS University in China whereby FHSU students travel to SIAS to study for a year or other period of time is an example of educational travel. These examples are not meant to be exhaustive of all of the possible situations that may constitute educational travel. If there is any question as to whether a proposed trip by FHSU students, employees or both is considered educational travel, the chair of the academic department or the director of the administrative unit to which the trip relates should be first consulted and the final determination will be made by the dean of the appropriate college or the Vice President of the relevant administrative unit. Any trip that is either not recognized through this process or considered official travel is not in any way affiliated with FHSU.

Procedure for Recognition

In the event that a FHSU employee is participating in the educational travel at issue, such employee will initiate the recognition process by completing an educational travel questionnaire and returning the same to the chair of the department in which the trip originates or to which it relates. In the event an academic department is not involved, then the questionnaire shall be returned to the head of the administrative unit. Copies of the questionnaire may be obtained from the Financial Aid Office, from the chair of the applicable academic department, or the head of the administrative unit involved. Once the questionnaire is completed and returned to the chair, then it will be forwarded to the dean of the applicable college or the vice president of the applicable administrative division.

The questionnaire will then be forwarded to the appropriate administrative unit for action. If the trip involves study at another institution, for which academic credit from FHSU will be sought, the appropriate administrative units will include, but not necessarily be limited to, Financial Aid Office, Student Fiscal Services, and FHSU General Counsel. This process will be completed by way of Lotus Notes workflow.

Each student participating in educational travel is required to adhere to all of the terms of this policy and to complete all documentation required by the policy or as otherwise directed by FHSU. Should an FHSU employee not be involved in the educational travel experience, then it is the student’s responsibility to initiate the approval process and to complete and submit any and all documentation required by this policy. The student may contact the office of FHSU General Counsel to initiate the process set forth by this policy.

THE FOLLOWING SECTION IS MEANT TO APPLY TO FHSU EMPLOYEES PARTICIPATING IN AN EDUCATIONAL TRAVEL EXPERIENCE:

1. Unless participating in travel which is a required component of a course taught by the employee or unless compensated for participating in the trip by FHSU, the employee will not be considered in the course or scope of his or her employment with FHSU.

2. Notwithstanding #1, above the employee is expected to not subject any student or other employee participating in any educational travel experience to any unusual risk of bodily harm and is expected to utilize that judgment exercised by a reasonable prudent person.

3. While participating in any educational travel experience involving students of FHSU, the employee is expected to adhere to any and all University policies regarding discrimination, sexual harassment, and personal relationships between students and employees.

In all cases where the employee is not acting directly in the course or scope of his/her employment, FHSU will not be responsible for any harm caused to the employee or other participants of the trip as a result of employee's actions or the actions of others beyond the control of FHSU. Each employee and student participating in an educational travel experience to which this policy applies will be required to sign a liability waiver and indemnification agreement. A sample of the applicable documents for students and faculty are attached to the policy: http://www.fhsu.edu/policies/educational-travel/. Applicable documents may be found in the Travel Questionnaire workflow process.

THE FOLLOWING APPLY TO ANY AND ALL STUDENTS PARTICIPATING IN AN EDUCATIONAL TRAVEL EXPERIENCE:

Prior to Departure

You must provide your academic department with the following information as soon as possible and in no event less than three days prior to departure:

1. Beginning and ending dates of your educational travel.

2. Dates of travel and flight information.

3. Complete program itinerary including weekend and holiday activities and other excursions.

4. Your contact information including, email address and telephone number for the entire length of the program.

5. A copy of all documentation requested by FHSU which may include, but is not limited to, passport, visa, proof of medical and repatriation insurance, etc.

6. Emergency contact information for two contact persons, which will include: Name, address, home telephone number, business telephone number, other telephone numbers where the person may be reached including cell phone and email address.

In addition, you will be responsible for obtaining and providing medical and evacuation and repatriation insurance. Information regarding such insurance may be obtained from many sources including, but not limited to, www.medexassist.com. You will also be responsible for signing a waiver and acknowledgement form or other similar documentation which will be provided to you by your academic department or University Counsel.

During the Trip

FHSU cannot and does not guarantee or assure the safety of participants or eliminate all risks from the educational travel environment. In addition, neither FHSU nor any of its employees can or will monitor or control your daily personal decisions, choices, and activities or prevent you from engaging in illegal, dangerous or otherwise risky activities. Therefore, you are required at all times to conduct yourself in a manner that reflects positively on yourself, FHSU and the United States of America. You are required to exercise good judgment for the safety and protection of yourself and others. You are expected to abide by all laws, rules, and regulations of the host city, state, country, locality and/or institution. **EVEN THOUGH AN EMPLOYEE OF FHSU MAY BE TRAVELLING WITH YOU, THE EMPLOYEE MAY NOT BE CONSIDERED TO BE IN THE COURSE OR SCOPE OF HIS OR HER EMPLOYMENT WITH FHSU DURING THE TRIP, AND FHSU WILL NOT BE RESPONSIBLE OR LIABLE FOR THE ACTIONS, STATEMENTS, OR DECISIONS OF THE EMPLOYEE.**

In addition to the above, the student is responsible for the following:

1. Keeping apprised of events or occurrences, whether natural or manmade, occurring within the host city, state, country, locality, and/or institution, and to promptly report any such events or conditions to FHSU when the same appear likely to result in a disaster, catastrophe or other emergency situation which may cause a risk to your health and safety and/or cause a threat to your safe and prompt return to the United States of America.

2. Keeping in contact with the U.S. Consulate or Embassy should such an emergency arise to obtain advice and guidance as to how to protect your health and safety during such emergency.

3. If the student is enrolled at another educational institution for which credit from FHSU will be sought during or after the educational travel experience, the student is responsible for abiding by the FHSU Student Code of Conduct.

4. Promptly reporting to your academic department any changes in your itinerary, schedule, or course of study, or any events or conditions which have a possibility to impact your course of study while abroad.

5. Remaining personally responsible for any vehicle use or rental and to research any laws, rules or regulations relating to vehicle traffic and operation that apply in the host country and locality. FHSU recommends that individual students not rent and/or operate vehicles while in a foreign country. However, if you choose to rent and/or operate a vehicle, you will be responsible for your own actions and the consequences thereof, and FHSU will not be responsible for any personal injury or property damage resulting to you or others from your operation and/or rental of a motor vehicle. It is further recommended that you research the legal system and consequences of any events associated with operation of a motor vehicle, including, but not limited to, an automobile accident.

6. Investigating the health care system for the area or areas which you will be staying in or traveling through during your educational travel experience. You are solely responsible for determining whether any and all health insurance covering you will be effective should you need medical treatment while abroad. FHSU will not be responsible for any charges incurred for any medical treatment you receive during or after your trip for conditions occurring during or arising out of your trip.

7. Being solely responsible for your own physical and mental condition, and insuring that you are both physically and mentally capable of travel. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host city, state or country. Follow the program policies and keep program staff and/or FHSU officials informed of your whereabouts and well-being during your educational travel experience.

While your safety and welfare during your educational travel experience are your own responsibility, the following is a set of guidelines to follow while traveling to other areas, especially other countries:

- Follow a "buddy system" so that you do not travel alone, especially at night
- Avoid crowds, protests and volatile situations
- Do not divulge personal information to strangers
- Keep a low profile and do not draw attention unnecessarily to your nationality
- Do not engage in abuse of alcohol or illegal use of drugs
- Respect the culture of the host country

After the Trip

You must submit any transcript or any other applicable academic information to the FHSU Registrar's Office or your academic department as soon as possible after you return. These documents will be used to determine your future eligibility to attend FHSU or receive federal financial assistance.

In addition, depending upon the location of your travel and world-wide health conditions existing at the time of your trip, you may be required to visit the Student Health Center within 48 hours of your return. You will be informed of this requirement prior to departure.

Policy and attachments approved by President's Cabinet (12-12-06).
Adopted by Executive Leadership Team (04-08-16).
See Lotus Notes, Travel Questionnaire workflow for attachments.

ELECTRONICALLY STORED INFORMATION

Introduction

Technological advancements have resulted in a dramatic increase in the amount of information that is stored electronically on the University's network. The University is responsible for managing the information that is stored on its network and therefore a comprehensive policy regarding storage and maintenance of electronic information will help the University fulfill this responsibility. In addition, the proliferation of electronically stored information (ESI) has resulted in required disclosure of such information in certain litigation. In light of these considerations, the following policy is established:

General Policy

ESI may include, but is not limited to email, financial documentation, documents created with certain software including, but not limited to, Microsoft Word and Excel, and telephone records. This policy is intended to direct the storage, retention and destruction of such information. Generally, FHSU's Technology Services (TS) will be responsible for compliance with this policy regarding ESI. However, in the event that any individual units or affiliated enterprises of FHSU are responsible for storing or maintaining ESI, such entities must comply with this policy as well.

Email Records

Email Records are copied to backup media Monday through Friday evenings in any given week. This storage is performed by copying the data to another disk location and then cloning that data to magnetic tape. The data stored on disk is only held for three weeks, but the data stored on magnetic tape is saved for six months. At the end of the six months, the information is erased unless TS is directed otherwise.

Financial Data

ESI related to the financial affairs of the University is retained one month at a time and then is stored for one year beyond the end of any given month. By way of example, financial information for the month of January is retained between January 1st and January 31st and is stored until January 31 of the following year, at which time it is destroyed unless TS is directed otherwise.

Documents

ESI stored on FHSU file servers and created by the use of software including, but not limited to, Microsoft Word and Excel is saved each evening Monday through Friday. This storage is performed by copying the data to another disk location and then cloning that data to magnetic tape. The data stored on disk is only held for three weeks, but the data stored on magnetic tape is saved for six months. At the end of the six months, the information is erased unless TS is directed otherwise.

Telephone Records

Telephone records are saved for a period of five years in an Oracle database. This database is backed up and stored on disk and tape for this same five year period.

Litigation Holds

From time to time, TS and other applicable units and employees may be asked by FHSU's General Counsel to place a "litigation hold" on certain ESI. A litigation hold is a direction that all information subject to the hold be retained and not discarded, so that the University's general practices and policies of maintaining, storing, and discarding such information are suspended until the conclusion of the litigation hold. When TS, any other unit or affiliated entity of the University, or any individual employee or other user of the University's network is given notice of a litigation hold they are required to comply, as serious consequences may result to the University from discarding the ESI after a need to retain it has arisen.

Academic Freedom and Intellectual Property

No provision of this policy shall be construed to either limit the academic freedom of faculty in their instructional research or service activity, or to determine intellectual property rights relating to the information that is stored on the University's network.

Adopted by President's Cabinet (03-05-08).

FACILITIES PLANNING

The Director of Facilities Planning is responsible for long-range planning and also maintains drawings and records of plant layout and building and utility changes. When a department head wishes to request major changes or improvements of existing facilities,
they should contact the Director of Facilities Planning to determine the feasibility, extent, and cost of remodeling. Written requests from academic departments/units shall be routed through the appropriate chair, dean, and provost.

FIRE

In the event of a fire in a University building or on University property, occupants are to evacuate immediately. University police and city fire department are to be notified. University police are responsible for notifying the proper University officials.

The city fire department telephone number is 9-911; the University police number is 628-5304.

FRINGE BENEFITS

Athletic Activity Tickets

Athletic activity tickets are available for single or seasonal athletic events. Cost is variable based upon ticket option chosen. Contact the Athletic Department for current price information.

Group Health Insurance Coverage

Health Insurance: Participation in the health insurance program is voluntary. Employees who participate in the health insurance program will have medical, prescription drug coverage. Separate dental and/or vision coverage is also available.

Health Insurance Eligibility: An employee is eligible to participate in the health insurance plan the first day of the month following a 30-day waiting period provided enrollment in the plan is completed no later than 31 days after initial date of hire or benefits eligibility. It is the employee's responsibility to enroll in health insurance coverage in a timely manner by enrolling through the State Employee Health Membership portal. Untimely completion of the health insurance forms could result in denial of coverage, limited coverage, reduced plan options available and/or pay check adjustments.

Life/Disability Insurance

Basic Life Insurance

The Basic Life Insurance Plan equals 150 percent of the employee’s annual salary. The cost of the benefit is paid by Fort Hays State University. Coverage begins with first day of employment in a benefits eligible position. Kansas Public Employees Retirement System (KPERS) administers the program.

Optional Group Life Insurance

Optional Group Life Insurance is coverage beyond the Basic Life Insurance. The employee pays the cost of this coverage. Benefits eligible employees may purchase from $5,000 to $300,000 in optional group life insurance coverage. New employees are eligible for initial $50,000 of guaranteed coverage without proof of good health within 30 days of the employee's hire date. Premiums are automatically deducted through payroll deduction.

Information about spousal and dependent Optional Group Life Insurance is available at KPERS or contact the HR Office.

Coverage is available at any time during employment, subject to underwriting approval. The guaranteed coverage is available only when the application is received by the insurance company within 30 days from the employee's date of employment.

This coverage may be continued after retirement or resignation by converting the term policy to an individual life policy and paying the applicable premium directly to the insurance company.

Long Term Disability

The State of Kansas and Fort Hays State University provide an employer paid Long Term Disability Insurance plan for employees covered by KPERS or KBOR Mandatory Retirement Plan. Coverage begins with first day of employment in a benefits eligible position. Kansas Public Employees Retirement System (KPERS) administers the program. The third party administrator is United Healthcare Specialty Benefits, LLC.

There is a 180 day waiting period before a disability decision is made. If approved for long term disability, the employee receives 60% of their annual salary, payable in equal monthly installments. Minimum monthly benefit of $100 and maximum monthly benefit of $5,000. This income may be reduced by monies received from Workers' Compensation and/or the Social Security Administration.

Many of the features of the state of Kansas long-term disability plan are the same for both KPERS and KBOR participants, such as:

- Eligibility
- Duration of KPERS long-term disability coverage
- KPERS disability income benefit which is equal to 60 percent of the current salary on the date the disability occurred (monthly benefit minimum is $100 and maximum is $5,000)
- Requirement to apply for Social Security disability benefits and complete any appeal process
- Continuation of basic group life insurance coverage paid for by FHSU; optional group life insurance can continue with the employee paying the premium

Active KPERS participants who are approved for long-term disability benefits will continue to receive KPERS service credit and, after five years, the participant's final average salary will be recalculated.

Active KBOR participants who are approved for long-term disability benefits will receive the 60% KPERS long-term disability benefit. Employee contributions to the KBOR Mandatory Retirement plan will cease, but FHSU will make the entire 14% contribution to the Retirement Plan. Those employer contributions will cease at the earliest of:

1. The date eligibility for KPERS long-term disability benefits ends, or
2. The date that the participant dies, or
3. Five years after the date that the participant became disabled and began receiving benefits under the KPERS long-term disability benefit program

Certain participants may qualify to receive the 14% employer contribution to the Retirement Plan after five years, based on length of participation in the KBOR Mandatory Retirement Plan. For more information see the KBOR long-term disability benefit information.

Social Security

All faculty and staff, except those who are exempt based on their visa status, are covered by the Federal Social Security Program which provides retirement, disability and death benefits. The Social Security deduction is comprised of two pay check deductions, OASDI and Medicare. The participation of individuals who are eligible is mandatory and a payroll deduction is made for the employee's contribution. The University provides a matching amount, under federal provisions, based upon wages earned.

Worker's Compensation

This program provides medical coverage and lost wage benefits for all staff members who may be accidentally injured while performing their assigned duties.

GASOLINE CREDIT CARDS

University-owned cars and vans have Universal state credit cards available in the glove compartment. These credit cards are accepted at most major stations. Please note the exceptions on the clipboard holding the credit card.

GIFTS, PRIZES, AWARDS AND PROMOTIONAL ITEMS PURCHASED

Gifts, prizes, awards and promotional items can be purchased using departmental (State) funds. Use of departmental funds for the purchase of gifts, prizes and awards must be approved in advance by the appropriate Vice President or delegate after submission of a plan detailing the following:

- How the event supports the mission of the university, division, and/or department.
- How the sponsor of the event will collect all the necessary information to adhere to the rules and regulations of the IRS and the State related to tax liability concerning the value of the prize, gift, or award
- How the sponsor will safe keep the tax information collected from the recipient by way of a W9 or W8BEN.
- How the department will pay or collect the added cost of taxes in the case of required withholding due to IRS and State regulations.

Upon approval by the appropriate Vice President or delegate, the plan must be submitted to the Vice President for Administration and Finance for review and final approval.

The sponsor should keep in mind that regardless of the value of the gift, prize or award, the State and IRS require tax information be collected and submitted to the accounts payable department before payment of the gift, prize or award can be processed. In the case of foreign nationals the IRS and State require mandatory withholding of 35% of the value of the item. In the event the sponsor plans to pay for the added cost of the tax withholding the department should plan to pay an additional 53% of the value of the gift, prize or award over the prize value.

Definitions are as follows:

- Gift – Any cash equivalent given as a token of appreciation or to establish good will. No action, such as entering a competition, needed by the recipient.
- Prize – Any cash equivalent given as a result of winning a competition or random drawing.
- Award – Any cash equivalent given for exceptional service.
- Promotional Items – Items advertising Fort Hays State University given to a group of individuals not employed by the university. The items must have Fort Hays State University or an FHSU logo on it. The logo must be approved by University Relations and Marketing.

Under no circumstance can state funds be used to purchase gifts, prizes, awards or promotional items for employees.

Adopted by President's Cabinet (07/13/11).
Adopted by Executive Leadership Team (02-26-16).

INVENTORIES

See Capital Assets Inventory, Chapter 1.

KEY SYSTEM POLICY AND PROCEDURES

See Building Access Policy and Procedures, Chapter 6.

LIABILITY INSURANCE

State-owned Vehicles

The state carries liability insurance on each state-owned car or truck. However, employees are advised that protection offered by such insurance is effective only when they are acting within the scope of their authority or within the course of their employment.

MAIL AND FACULTY MAIL BOXES

The mail arrives on the campus at approximately 8:00 a.m. each day and the distribution is completed by 10:00 a.m. Faculty mail will be distributed to their departmental mail box at the University Mail Center.

NACUBO CODE OF ETHICS

Institutions of higher education are entrusted by society with great resources and commensurately great responsibilities for creation, dissemination, and preservation of knowledge. College and University business officers play a key role in assuring that high standards of ethical practice attend to the custody and use of these resources. The business officer's personal and professional conduct reflects on his or her institution, the collective profession, and the higher education enterprise at large. To guide business officers in setting and practicing high standards of ethical conduct, the National Association of College and University Business Officers has devised the following code of ethics. NACUBO embraces the values expressed in this code and advocates their observance by its members.

The business officer's conduct should be characterized by integrity and dignity, and he or she should expect and encourage such conduct by others.

The business officer should adopt and be faithful to personal values that

- accord respect to self and others;
- preserve honesty in actions and utterances;
- give fair and just treatment to all;
- accept intellectual and moral responsibility;
- aspire to achieve quality;
- refuse conflict, or the appearance of conflict, between personal and institutional interests; and
- engender forthright expression of one's own views and tolerance for the views of others.

The business officer should act with competence and should strive to advance competence, both in self and in others.

The business officer should understand and support his or her institution's objectives and policies, should be capable of interpreting them within and beyond the institution, and should contribute constructively to their ongoing evaluation and reformulation.

The business officer should communicate to institutional colleagues the content of this code of ethics and should strive to ensure that the standards of professional conduct contained therein are met.

In discharging his or her duties in accordance with this Code of Ethics, the business officer should enjoy the following rights:

- the right to work in a professional and supportive environment;
- the right to have a clear, written statement of the conditions of his or her employment, procedures;
- for professional review, and a job description outlining duties and responsibilities;
- within the scope of his or her authority and policy, the right to exercise judgment and perform duties without disruption or harassment; and
- freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this code or provisions of law.

Adopted by NACUBO Board of Directors (04-15-93).
Adopted by President's Cabinet (03-10-04).

OFFICES AND ASSIGNED SPACE, PERSONALIZATION AND MODIFICATIONS OF

Members of the University community may decorate, equip and use their assigned office work space as they see fit and is appropriate to their assignment. This use is limited to use consistent with Physical Plant policy and appropriate taste.

Modifications of the physical characteristics of offices and building space have to be approved. The following modifications are not permitted without the approval of the Facilities Planning Committee: adding ceiling fans and new light fixtures, building or removing walls, or modifying any structure of the building, to include doors, door hardware and/or locks. Items (including, but not limited to tackboards or markerboards) should not be secured to the doors without specific approval.

Installation of new fixed casework shall be approved by the office of Facilities Planning to insure it meets all ADA clearance requirements and building standards.

Decorations shall be of an appropriate taste. Refrain from using sticky back hooks or sticky tack to hang wall decorations. Occupant shall submit a physical plant work request to request installation of artwork to reduce accidental damage to the walls. Doors and door frames shall not be used as display boards; tape and/or sticky tack will cause damage to the finish of the door and frame. Cost to repair damage caused by this shall be charged back to the department occupying this room.

As a general rule, it is the historical policy of Facilities Planning not to use plastic laminates which resemble marble, granite, wood grain, leaves, leather, etc. These designs are not neutral in appearance and quickly become dated. For this reason, the Physical Plant provides a limited number of laminates that may be selected from for countertops. Additional guidelines have been established on painting, installing wall covering, window treatments, coat hooks and floor covering. When the University purchases these items as part of a remodel, they must meet flammability and other life safety specifications. Residential quality wall covering and floor covering may not meet these specifications. No borders, wall coverings, or window treatments shall be installed in an area unless approved as part of a remodel project or ordered by Facilities Planning and installed by the Physical Plant.

The Physical Plant provides three standard colors for painting offices at no charge: tan, light gray, and off–white or other standard colors for that building. No other colors shall be used. A work request should be submitted to the Physical Plant to request painting of offices and spaces.

Please bear in mind that no individual owns the space assigned at FHSU. The space belongs to the University. All remodeling and demolition needs to be approved and coordinated.

Approved by Cabinet (01-03-01)
Revised (07-03)
Revision approved by President’s Cabinet (12-07-11)

OFFICIAL TRAVEL

“Official Travel” means travel by an employee of FHSU in furtherance of or incidental to such employee’s duties with the University. This policy only contains general requirements, and provisions relating to guests traveling with employees. Other provisions and requirements relating to travel by University employees and students may be found in other policies in this Handbook.

General Requirements

University employees are required to follow strict regulations, which are established by the State of Kansas, when traveling. A handbook and personal assistance are available at the Business Office. The following general guidelines are not intended to provide all necessary information to travelers. Please contact the Business Office for current and accurate information.

In-State Travel Requirements

1. Determine the dates and costs associated with the trip and complete a travel authorization form. The purpose of this form is to allow appropriate management the opportunity to approve the trip.

2. While on the trip, keep all receipts for reimbursable expenses.

3. After the trip is over and the exact costs are known, complete a travel expense voucher, attach all receipts, and forward to the business office. Reimbursement will follow as soon as possible.

Out-of-State Travel Requirements

1. Follow Steps 1 through 3 above.

Guest Policy

FHSU employees engaged in official travel are permitted to bring guests along with them, so long as the presence of any such guest does not distract from, interfere with or prevent the employee from fulfilling the purposes of the trip. No funds of the University or the State of Kansas will be used to pay for travel costs of the employee's guest. Any increased cost to the University or the State of Kansas resulting from the presence of the employee's guests on the trip must be paid directly by the employee or guest, or reimbursed to the University, as the case may be. All travel arrangements for the guests will be made by the guests themselves and no University resources will be used to arrange any part of the travel of the employee's guests.

Employees and their guests should not seek the assistance of hosts, including but not limited to, conference sponsors and organizers and international partner institutions, with any travel arrangements. International partner institutions will be informed by FHSU not to assist guests of FHSU employees in arranging excursions or other such related trips. FHSU employees engaged in official travel shall not invite guests to attend functions, including but not limited to dinners, banquets, receptions, etc. arranged as part of the event for which the employee is attending, unless the event organizer specifically allows guests of all attendees to attend, and so long as any increase cost due to the guest attendance is paid for by the employee or the guest.

When engaged in official travel, FHSU employees shall obey all other applicable University, regent, and state laws, rules, regulations and policies. Consequently, any such policies prohibiting any persons not employed by the state or otherwise reasonably engaged in official state business from riding in state owned or leased motor vehicles apply. FHSU employees engaged in official travel whose guests are not reasonably engaged in official state business shall make other travel arrangements not involving the state owned or leased vehicles.

FHSU cannot and does not guarantee the safety of participants, and will not be responsible for any harm or injury resulting to or caused by guests of FHSU employees engaged in official travel. The liability of FHSU for actions of employees is governed by the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.) and other laws, rules and regulations. Nothing in this policy shall be construed as allowing or creating any inference or perception that a guest of an FHSU employee engaged in official travel is an employee or other duly authorized representative of the University, or that any guest of a University employee is authorized to represent or act on the belief of FHSU in any circumstance.

Adopted by President's Cabinet (10-11-06).
Adopted by Executive Leadership Team (2-26/16).

OFF-CAMPUS REQUESTS FOR USE OF FACILITIES

See Campus Facilities, Use of, Chapter 1.

PARKING AND TRAFFIC RULES AND REGULATIONS

Faculty, staff, and other employees will be required to display a valid parking permit when parking on campus.

Traffic and parking information is available on line at www.fhsu.edu/university-police/parking-brochure. Rules and regulations should be studied carefully to understand policies relating to registration, permits, fines, and proper appeal procedures.

Moving violations are subject to the "Uniform Act Regulating Traffic on Highways" as defined in sections 8-1401-8-1485 of the General Statutes of the KSA Supplement of the Standard Traffic Ordinance for Kansas Cities. Violators of the Uniform Traffic Act will be issued a summons into the Ellis County Court. Violators of the Standard Traffic Ordinance for Kansas Cities will appear in the Hays Municipal Court.

While classes are in session, all vehicles parked on campus between the hours of 7 a.m. and 4:30 p.m., Monday-Friday, are required to display a parking permit (excluding the use of 15- and 30-minute stalls; and Lots, K, L, M and Lewis Field dirt lot after 2:30 p.m.).

PHYSICAL PLANT

The Physical Plant is comprised of the following departments: Building Maintenance, Central Purchasing (shipping and receiving), Construction, Custodial Services, Environmental Services, Grounds, Lock Shop, Mail Center, Motor Pool, and Printing Services. Services from any of these departments can be obtained by contacting Physical Plant administration.

Building Maintenance and Repair

Building maintenance is the responsibility of the physical plant maintenance department, the principal responsibility of which is to preserve and prevent deterioration of University buildings and to remedy any situation that may be hazardous to building occupants. General service work and requests requiring involvement of the maintenance department are of necessity secondary to its principal responsibilities. Any emergency situations should be reported to maintenance, the Physical Plant Office, or the Directors of the Physical Plant.

Environmental/Safety

The Environmental Safety Officer is responsible for overseeing health and safety issues on campus and for the recycling program. Concerns should be addressed to the Environmental Safety Officer or the Directors of the Physical Plant. Campus recycling programs are managed by both Environmental/Safety and the Grounds Department.

General Services

Services of a general nature, e.g., bulletin board requests, keys, furniture moving, and repair, should be directed to the Physical Plant office by written work request forms.

Telephone and computer needs are addressed by the Division of Technology Services. Forms are submitted electronically to that office when telephone and computer service is needed.

Transportation requisition forms, available electronically on Workflow, are used to request vehicles from the motor pool for official travel. All vehicles are scheduled through the Physical Plant.

POSTAGE

Postage on all official University mail is paid by the University and charged to the using department. Outgoing mail should be delivered to the University mailroom prior to 1:30 p.m. to allow sufficient time for processing. All outgoing mail must be accompanied by a postage meter card. Sending of Federal Express packages must be done by 2:45 p.m. Departments will be notified of incoming Fed Ex packages. The Warehouse handles all packages to be sent out by United Parcel Service (UPS), FedEx or freight line. On the Central Purchasing web site there is a shipping form to be filled out and attached to the package. When ready, please call the Warehouse by 11:00 a.m. and the package will be picked up. After this time, you will need to take it to the Warehouse by 1:00 p.m. for UPS and 2:45 p.m. for FedEx to go out that same day. Call 4239 or 4230 for pickup or any questions. Before preparing any large mailing, one must observe postal regulations and, check with printing services. Failure to do so may delay the mailing, necessitate re-addressing of the envelopes, and/or resulting in great expense to the department. **All bulk mailings must be made by or through the mailing service.** The mailing service is located with University Printing Services in the Brooks Building. Frequent contacts may be set up on a mailing list.

PRINTING SERVICES

University Printing Service is a full service printing and duplicating facility, fully equipped and staffed to fulfill the demands for all campus printing. Services include black and/or full-color printing and variable data for office forms, cards, programs, tickets, folders, brochures, workbooks, and newsletters. There is an electronic dropbox available to all on-campus networked computers. Other services available are photocopying, large format printing, foam core mounting, banners, yard signs, coil and perfect binding, specialty items, die-cutting, folding, inserting, addressing, and postal discounts for bulk mailing and many other products and services,

University Printing Services is an in-plant service that requests a ten (10) day lead time for completion of printing work but can provide reasonable on-demand or same day service. Contact University Printing Services for a complete listing of services available to the university community.

Note that charges for printing and duplicating are not budgeted and, therefore, are billed as charges for work done. Departments should provide for these expenses in their annual budgets.

PURCHASING PROCEDURES

Fort Hays State University is a part of a Regents Purchasing Program designed to allow the university more autonomy in purchasing certain goods/commodities and services with state funds.

Please refer to the following guidelines:

Services provided on campus should be utilized: office supplies are ordered through Central Purchasing, computing supplies are ordered through Technology Services, printing services are available through the Printing Services office, etc.

$0 - $999.99
Office supplies are purchased through Central Purchasing, https://bigcat.fhsu.edu/cp/. Central Purchasing will research for the best quality at the lowest price on all office supplies and equipment. No documentation is required for all other purchases at this price range.

$1,000 - $4,999.99
For purchases higher than state contract price, a Lotus Notes Price Justification Form should be completed. No documentation is required for all other purchases at this price range.

$5,000 - $24,999.99
An informal Bid Process must be followed, including state contracts, if applicable. A Lotus Notes Informal Bid Form should be completed.

$25,000.00 and over
A Formal Bid Process must be followed, including state contracts, if applicable.

Sole Source
For Sole Source purchases $5,000 and over, a Lotus Notes Prior Authorization form should be completed.

Detailed information regarding the Regents Purchasing Program can be located at http://www.fhsu.edu/purchasing/regents-purchasing-program.

STATE VEHICLE USE

Permissible Use of State Vehicles

State employees with a valid driver's license may drive state vehicles if the travel is for "official state business" only. Faculty, staff, students, or volunteers are considered employees of the University if they are in active status on the payroll system.

Permissible Use of University Motor Pool Vehicles

State vehicles may be requisitioned from the University Motor Pool if the travel is for "official state business" only. The transportation requisition will be signed by the Budget Unit Supervisor, verifying that the trip is "official state business" and that all drivers have a valid Kansas driver's license. It is each department's responsibility to list the qualified drivers on the Transportation Requisition form. This form is due in the Physical Plant before the vehicle leaves University property.

Permissible Passengers in State Vehicles

Only employees of the state or persons reasonably engaged in official state business are allowed to ride in a state-owned or leased motor vehicle.

Approved by President's Cabinet (06/06/01).

SUPPLIES

All office supplies are ordered through Central Purchasing, https://bigcat.fhsu.edu/cp/.

UMB BANK VISA CREDIT CARD APPLICATIONS

Applications are available in the Human Resource Office. If the application is approved, cards are provided at no cost to employee. There are no provisions for obtaining additional cards for family members. The card must be returned to the Human Resource Office when the employee leaves employment with the State of Kansas.

UNIVERSITY POLICE DEPARTMENT

The University Police Department is located in Custer Hall. In this department are both security and police officers with responsibility for investigating criminal offenses, controlling traffic, parking, and maintaining security on campus. Police officers survey all campus buildings after hours. University Police can be reached during the 8:00 a.m. to 4:00 p.m. shift by calling 5304, or after hours by calling the Hays Police Department which will contact a University Police officer by radio.

USE OF FACILITIES AFTER CLOSING HOURS

See Use of Campus Facilities Chapter 1.

VISITOR PARKING

Visitors to the campus may use any of the stalls or lots marked "Visitor" or the 15-minute and 30-minute stalls without a parking permit. Signs or the curb will carry markings designating it as a visitor's parking zone. Visitors need to procure a visitor's parking permit from the University Police Department to park in other areas. In addition, several metered stalls are available north of Forsyth Library. A permit is not required for use of these metered spaces.

CHAPTER 7 -- STUDENT AFFAIRS

ACADEMIC PROBATION AND SUSPENSION

See the University Catalog for "Academic Probation and Suspension."

ADMISSION

Qualified applicants are admitted to programs in all faculties and departments without discrimination on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its programs and activities. Requirements for admission of first-time undergraduates are established by legislative enactment. In 2001, Qualified Admissions, as established by the Kansas Board of Regents, was implemented. Non–degree students are not currently working toward a specific undergraduate degree at FHSU and may be admitted as regular nontraditional students. An adult interested in attending FHSU should obtain from and return to the Office of the Registrar an application for admission as a new, transfer, or former student. For complete details see the current schedule of classes. The class schedule also outlines undergraduate readmission for students who did not attend the previous semester, international and graduate school admission, and admission of high school students.

CHANGE TO OFFICIAL ENROLLMENT (Add/Withdrawal)

Add Policy, On-Campus and Virtual, Fall and Spring Semesters

Last Day to Add/Enroll based on **length of course**

- 1 day to 2 weeks: 1st calendar day after classes start
- 3 to 4 weeks: 4th calendar day after classes start
- 5 to 6 weeks: 5th calendar day after classes start
- 7 to 8 weeks: 7th calendar day after classes start
- 9 to 12 weeks: 10th calendar day after classes start
- 13 to 16 weeks: 14th calendar day after classes start

Students may officially add open, full-semester courses up to and including the 7th calendar day after classes begin. Students are required to remit payment for additional tuition and fees owed at the time of adding the course. All full-semester classes (16-weeks) will automatically close 14 calendar days after the start of each semester. At the department chair's discretion, a course can be closed manually between the 8th and 14th day of classes. Courses offered that meet for less than a full semester will follow the guidelines shown above

Add Policy, On-Campus and Virtual, Summer Term

Last Day to Add/Enroll based on **length of course**

- 1 day to 2 weeks: 1st calendar day after classes start
- 3 to 4 weeks: 4th calendar day after classes start
- 5 to 6 weeks: 5th calendar day after classes start
- 7 to 8 weeks: 7th calendar day after classes start

Students may officially add open, full-term courses up to and including the 7th calendar day of classes with instructor permission. All full-term classes (8-weeks) will officially close seven calendar days after the start of each term. Courses offered that meet for less than a full term will follow the guidelines shown above.

Procedures for Adding Courses

Log into your TigerEnroll account:

1. Select the semester
2. Select the course you would like to add under "Course Search"
3. Click on the "Add Courses to Schedule Worksheet" button
4. Click on the "Pre-Enroll/Schedule Changes" tab
5. Select the course you wish to add to your schedule and place a check in the box to the left of the course
6. Click on the "Add Selected Courses to Student Schedule" button

Your request will then be sent to your Academic Advisor for approval prior to processing. Once your add request is approved by your advisor you will receive an email notification in your FHSU Mail account reminding you to complete payment for the course. You should complete payment within your TigerEnroll account by going to the "Enrollment/Payment" tab.

For add and enrollment deadlines refer to the online Academic Calendar on TigerTracks.

Withdrawal Policy, On-Campus and Virtual, Fall and Spring Semesters

Tuition Refund for Course Drops/Withdrawals based on **length of course**

- Less than 1 week, no refund
- 2 week course, 100% refund through 2nd calendar day; 50% 3rd-4th calendar day. Last day to DROP, 4th calendar day
- 4 week course, 100% refund through 4th calendar day, 50% 5th-8th calendar day. Last day to DROP, 8th calendar day; last day to WITHDRAW, 21st calendar day
- 8 week course, 100% refund through 7th calendar day; 50% 8th-14th calendar day. Last day to DROP, 14th calendar day; last day to WITHDRAW, 28th calendar day.
- 16 week course, 100% refund through 14th calendar day; 50% 15th-28th OR 29th calendar day (28th day for spring semesters; 29th day for fall semesters due to Labor Day holiday). Last day to DROP is the 28th OR 29th calendar day (28th day for spring semesters; 29th day for fall semesters); last day to WITHDRAW is the 70th calendar day.

One week equals seven calendar days.
All deadlines are effective at 11:59:59 PM CT

Students may drop full-semester (16-week) courses through 11:59:59 PM CT on the 28th/29th calendar day of the semester. Students dropping during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 70th calendar day of the semester will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 70th calendar day of the semester. Students who drop/withdraw completely will receive a notation on their transcript of the date dropped/withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Picken Hall, 785-628-4408.

Withdrawal Policy, On-Campus and Virtual, Summer Term

Tuition Refund for Course Drops/Withdrawals based on **length of course**

Less than 1 week, no refund

2 week course, 100% refund through 2nd calendar day; 50% 3rd -4th calendar day. Last day to DROP, 4th calendar day

4 week course, 100% refund through 4th calendar day, 50% 5th-8th calendar day. Last day to DROP, 8th calendar day; last day to WITHDRAW, 21st calendar day

8 week course, 100% refund through 7th calendar day; 50% 8th-14th calendar day. Last day to DROP, 14th calendar day; last day to WITHDRAW, 28th calendar day.

One week equals seven calendar days.
All deadlines are effective at 11:59:59 PM CT

Students may drop full-term (8-week) courses through 11:59:59 PM CT on the 14th calendar day of the term. Students dropping during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 28th calendar day of the term will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 28th calendar day of the term. Students who drop/withdraw completely will receive a notation on their transcript of the date dropped/withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Picken Hall, 785-628-4408.

Procedure for Course Withdrawal.

Log into your TigerEnroll account:

1. Select the semester.
2. Click on the "Pre-Enroll/Schedule Changes" tab
3. Select the course you would like to drop and place a check in the box to the left of the course
4. Click on the "Remove/Drop Selected" button.

Your request will then be sent to your Academic Advisor for approval prior to processing.

For refund information or drop deadlines refer to the online Academic Calendar on TigerTracks.

It is important to check with the office of Financial Assistance **prior** to dropping or withdrawing from a course to verify how it will affect your Financial Aid status.

Procedure for Totally Withdrawing from the University.

Students who desire to totally withdraw from all semester or term courses should review the "Withdrawal Policy Statement" and follow procedures for course withdrawal. Students who leave the University without officially withdrawing are considered to be enrolled to the end of the semester and subject to a grade of unsatisfactory "U." Financial aid recipients who totally withdraw may be responsible for federal repayment of aid based on the last date of attendance and/or academic participation.

Updated (07/01/07).
Revised Add/Withdrawal Policies approved by President's Cabinet (05/07/14).

Withdrawal for Active Military Duty Policy Statement

Students who mandatorily are called from Reserve or National Guard status to active duty in the armed forces will be eligible for a full refund of tuition and fees and the balance of unused University housing and food charges at the time of withdrawal upon presentation of official documentation to the Registrar's Office.

Students who have received Federal Financial Assistance for the semester they withdraw are required to repay according to the Fort Hays State University refund policy.

The academic status of each student will be determined at the time of departure in cooperation with their academic college in a manner so as not to penalize or disadvantage the student. Students called to active duty should be allowed to pursue finishing their course work within one academic year after completing their active military duty.

Approved by Cabinet (09-05-90). Revised (06-21-96, 05/07/14).

CHEATING

It is the responsibility of each faculty member to exercise every possible precaution in the preparation and care of all quizzes and examinations and in their administration. The faculty member can reduce to a minimum the cheating in class by being aware and observant.

Administering the same test or examination semester after semester is encouragement for students to cheat.

See Chapter 2: Academic Affairs; Academic Honesty

CODE OF CONDUCT

Regents Regulations Governing Conduct

Regents regulations governing the conduct of enrolled students, faculty members, and other employees are designed to protect and insure the normal and necessary activities of FHSU as well as guarantee individual freedom in the pursuit of teaching and learning.

Specifically forbidden are the following:

1. Conduct that unreasonably obstructs teaching, research, and learning. Obstruction of free access to buildings.

2. Damage to institutional property.

3. Injury of institutional personnel or guests.

4. Violation of rules and regulations of residence halls.

5. Use of profane or vulgar language in a threatening or disruptive manner or engaging in rude or challenging behavior on the campus.

6. Any and all overt behavior that exceeds the bounds of free assembly and lawful advocacy. (Reference Kansas Board of Regents: Policies and Procedures Manual 1970, 1986).

See Chapter 1: General Policies (Alcohol and Cereal Malt Beverage Policy).

Student Code of Conduct

As stated in Article VI of the FHSU Bill of Student Rights and Responsibilities (FHSU Student Handbook), the University has a duty to establish the rules and policies that all students are required to follow. Students have a right to expect enforcement of these rules and policies. FHSU also has a right to expect students to abide by them as befits responsible students as members of the learning community.

For the purposes of this code of conduct, a “student” is any person who is enrolled at FHSU for any academic period. A person shall be considered a student subject to this code of conduct when attending any University activity prior to or after an academic term, such as residence hall check-in, new student orientation and fraternity or sorority recruitment.

The following statements constitute the official record of all general conduct policies at FHSU. Students shall abide by these policies and administrators, faculty and staff are expected to enforce them. These policies should be read broadly and are not designed to limit the definitions of prohibited conduct to the examples described. Note that if any infractions of the Student Code of Conduct are found to have an element of malice, the resulting sanctions may be more severe. FHSU reserves the right to make a case-by-case determination as to whether conduct of a serious nature which occurs off of the premises of the University but has an impact on the University community may be addressed under this policy. For more information about procedures regarding the enforcement of this code of conduct, consult the section of the FHSU Student Handbook immediately following entitled “Discipline Procedures.”

Compliance with General Laws

Students, upon registration at FHSU, shall abide by all regulations, federal and state laws and city of Hays ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state or federal laws. Any disciplinary action taken by the University may be taken independently of any action taken by an off-campus authority.

Vandalism/Damage of Property

Willful, intentional or negligent vandalism or damage to and/or destruction of property is strictly prohibited.

Firearms and Other Deadly Weapons

The unauthorized possession or use of firearms or other deadly weapons of any kind is prohibited. The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

Flammable Materials and Fireworks

The ignition or detonation of an incendiary device which could cause damage by fire, explosion or similar means to persons or property, or possession of anything in the nature of fireworks or explosives is prohibited on any property owned or operated by FHSU unless the student receives express permission to participate in a display or event sanctioned by the University.

Arson

No person shall start a fire that causes or may cause damages or injury on University property without University authorization and willful damage to property (as described in conduct regulation 2 above) will be prosecuted as arson when appropriate.

Fire Alarms and Fire Equipment

Making or causing a false fire alarm or emergency report of any kind is prohibited. No person shall tamper with, damage, disable or misuse fire safety equipment.

Theft or Misappropriation

Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen or reasonably should have known that is stolen, is forbidden. Sale, possession or misappropriation of any property, including FHSU property, without the owner’s permission, is also prohibited. This includes sale of a textbook by any student who does not own the book unless express prior written authorization has been given by the owner.

Disorderly Conduct

Individual or group behavior which disturbs individuals or groups is prohibited. Such conduct includes (but is not limited to) assault, threats to the personal safety of one’s self or others, throwing objects to create a danger, making excessive noise, unwelcome physical contact, hazing and any other type of interference with the normal operations of the University or its activities or any type of conduct that interferes with the ability of those who attend, visit or work at the University to enjoy the benefits of the purposes for which the University exists.

Misuse of University Documents

Forgery, alteration or misuse of any University document or record is forbidden, including furnishing false information or withholding material information from the University.

Fraud or Lying

Lying or fraudulent misrepresentation in or with regard to any transaction with the University, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the University or making a false report or statement to any University official.

Student Identification

Using fake identification or falsely identifying oneself is prohibited. This includes furnishing false identification to the University or to any University employee or agent, including campus law enforcement or security officers, acting in good faith and in the performance of their duties.

Official Requests

Students must comply with the reasonable and lawful requests of University officials acting in the performance of their duties. Students shall appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. Failure to appear at a scheduled hearing is a violation of this student code of conduct and will not necessarily prevent the hearing from taking place, nor will it preclude a determination. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may be considered a violation of an official request and may be treated as an independent violation.

Presence In and Use of University Facilities

Unauthorized entry into, presence in, or use of University facilities, equipment or property, which have not been reserved or accessed through appropriate University procedures, is prohibited.

Misuse of Keys

No person may use or possess any University keys or access codes without proper authorization. No student is allowed under any condition to have a University key duplicated.

Misuse of Telephones

Making or assisting in making annoying or harassing telephone calls, unauthorized use of long distance phone privileges or otherwise misusing or abusing FHSU telephone equipment is prohibited.

Alcoholic Beverages

Students must comply with the published regulation concerning the transport, provision and consumption of beer, wine and other alcoholic beverages on campus or University property. (For more details, see “Drug and Alcohol Policies” in the Student Handbook.)

Drugs

The unauthorized possession, use, manufacture, sale or distribution of any counterfeit, illegal, dangerous, “designer” or other controlled drug or other substance is prohibited. (For more details, see “Drug and Alcohol Policies” under Administrative Policies and Procedures.)

Misuse of Computer Equipment

Use of computer equipment and resources, including account numbers, interactive terminals, data storage media, other peripherals, local, state, national and international computer networks, mainframe and microcomputer systems and software for computing activities other than those authorized by the law and the University constitutes misuse and is strictly prohibited.

Note: For further information concerning regulations in effect for use of University computer equipment and accounts, consult the computing policies available from Technology Services at http://www.fhsu.edu/Technology/policies-and-procedures/.

Gender-Based Violence

Gender-based violence is directed against a person on the basis of gender. This includes:

1. Sexual harassment
2. Sexual assault
3. Non-consensual sexual contract, and
4. Non-consensual sexual intercourse
5. Relationship violence
6. Sexual exploitation
7. Stalking
8. Retaliation
9. Intimidation

Gender-based violence definitions can be found at http://www.fhsu.edu/judicial/gender-based-violence-definitions/.

Note: For further information concerning regulations in effect for students living in University Residence Halls, consult the Residential Life Handbook or contact the Department of Student Residential Life,.

Note: Attempting, abetting or being an accessory to any act prohibited by these Student Code of Conduct Regulations will be considered a violation.
Note: For further information concerning University policies and procedures in effect for sexual harassment, consult the policy in this *Faculty and Unclassified Staff Handbook*.

Faculty should note that disorderly conduct (or any other violation of the Student Code of Conduct) will not be tolerated in the classroom. Students engaging in disorderly conduct may be given a warning or may be dismissed from class immediately. In any case the instructor may refer disorderly conduct to the Office of Student Affairs for judicial action (see Student Handbook).

DEPARTMENTAL REVIEW

Each dean, in consultation with chairs and faculty, shall provide mechanisms for the review of departmental practices regarding counseling of women, minorities, handicapped persons, veteran (Vietnam era and/or special disabled) students, placement policies, and the department's climate of expectation and treatment of these students. This shall be done in all departments including those departments and divisions where women, minorities, handicapped persons, veteran (Vietnam era and/or special disabled) students are not presently enrolled or not enrolled in large numbers.

DISCRIMINATION GRIEVANCE PROCEDURE FOR STUDENTS

See Chapter 1: General Policies; Discrimination and Harassment Complaint Procedure.

DISSENT AND PROTEST

Part of the freedom in the academic community is the student's right to orderly dissent and protest against any decision or issue. This right to demonstrate does not include using means or procedures which disrupt the on-going functions of the University, nor endanger the health, safety, or well-being of any citizen in the on- or off-campus communities. The Kansas Board of Regents has ordered any legal or disciplinary means necessary to preserve the peace and safety of all persons or institutional property and the prevention of interference with or disruption of educational functions.

Kansas Board of Regents: Policies and Procedures Manual (1970, 1986).

Individuals wishing to express their concerns should confer with the Vice President for Student Affairs regarding procedural policy and appropriateness of their proposed actions.

EVALUATIONS OF FACULTY

Administration of Student Evaluations of Faculty Policy

Student evaluations of faculty are an important element in the evaluation of faculty for tenure, promotion and merit, consequently, it is important that the evaluations be administered with reasonable uniformity throughout the University and that the procedures followed optimize the validity of the data collected, especially data regarding the instructional skills of the professor and the academic quality of the course. In that respect, the following guidelines are proposed for the administration of student evaluations of faculty.

1. The department chair or designee (other than the instructor of the course) will administer student evaluations of classes within the department. For courses taught at remote locations, e.g., continuing education classes, the area coordinator will administer the student evaluations of the classes and send the completed evaluation forms to the appropriate department at FHSU. In exceptional cases where the above requirements cannot be met, the chair will consult with the instructor and select another method for the administration of student evaluations that protects the anonymity of the students and preserves the validity of the data.

2. The faculty member (instructor) shall not have access to the student evaluations until the semester grades have been submitted to the registrar. At that time the faculty member will receive a summary of the statistical results of the objective questions and a typed copy of all student-written comments. When practical, the written comments will be typed by nonstudent employees of the University. The student evaluations shall be employed for tenure, promotion, and merit considerations and at the departmental level to enhance the professional development of the instructor. Instructors shall have the opportunity to respond to any student evaluations either in writing or verbally to the department chair, and at the request of the instructor, any written response shall become a part of the student evaluation file for that particular class and shall accompany the student evaluations in the instructor's tenure, promotion, or merit files.

3. It may not be possible or reasonable to have the students of every class evaluate their instructors (and classes) every semester, but such is the ideal. Student evaluations are an important element in the overall determination of tenure, promotion, and merit of faculty; and students, generally, prefer to have the opportunity to evaluate all of their classes every semester. Each department must decide the number and the pattern regarding such evaluation of classes, keeping in mind that the ideal will foster a more equitable and fair competition for tenure, promotion, and merit. The department chair must be prepared to justify any deviation from the ideal.

4. Student evaluations shall be completed in the last three (3) weeks of the class and prior to finals week. Exceptions to this requirement shall be negotiated with the department chair.

5. Departments will develop standard instructions to be read, or paraphrased, prior to the administration of student evaluations. These instructions should include, where appropriate, instructions concerning the manner in which the evaluations should be administered. The instructions should inform students that their thoughts and comments are important and useful and that steps will be taken to protect their anonymity. In order to establish uniformity, it is recommended that departments use the prototype instructions as

   a guide in developing standard departmental instructions. Instructions for the evaluation of summer courses shall reflect the summer session University policy regarding the limited use of student evaluations.

6. Statistical results from student evaluations for different classes cannot be treated as equal. Classes in the left column below will typically be rated higher by students than those in the right column in ways not dependent on the actual quality of instruction. Individuals that use student evaluations as an indication of instructional skill and quality of the learning experience should be aware of this anomaly.

   smaller classes v. larger classes
   classes in one's major v. general education classes
   upper-division classes v. lower-division classes

   Research on factors which affect results of student evaluations is an ongoing process; these factors may change over time. Accordingly, the above list of factors is illustrative only; the actual factors to be considered may need to be changed as applicable research indicates. To summarize, as culture changes, we need to adapt to that.

7. The original student evaluations shall be kept on file by the department for a period of five years.

Prototype Instructions for the Evaluation of Faculty and Courses-Regular

These are course and instructor evaluations. These evaluations are used by department chairs and upper-level administrators in the determination of tenure, promotion, and/or salary increases for both tenured and nontenured faculty, and the evaluations will be used by the instructor for improvement of the course and instructional skills. The forms should be completed in a thoughtful and honest manner, taking time and being thorough and accurate. Please note that the evaluation (objective and written parts) will NOT be made available to the instructor until after all grades have been submitted to the registrar. At that time the instructor will receive a typed summary of all comments and a statistical summary of all objective responses. Students do not have to complete an evaluation form if they so choose; in that case the student writes "no comment" on the form and turns it in. But comments are wanted and needed. Willingness to help with the evaluation is appreciated and anonymity is assured.

Prototype Instructions for the Evaluation of Faculty and Courses-Summer

These are course and instructor evaluations. These evaluations will be used by the instructor for improvement of the course and instructional skills, and they will also be used at the departmental level to determine if this course will be offered in future summer sessions. The forms should be completed in a thoughtful and honest manner, taking time and being thorough and accurate. Please note that the evaluation (objective and written parts) will NOT be made available to the instructor until after all grades have been submitted to the registrar. At that time the instructor will receive a typed summary of all comments and a statistical summary of all objective responses. Students do not have to complete an evaluation form if they so choose; in that case the student writes "no comment" on the form and turns it in. But comments are wanted and needed. Willingness to help with the evaluation is appreciated and anonymity is assured.

Approved by Faculty Senate (05-04-92). Approved by President Edward Hammond (03-10-93).

GRADUATE ASSISTANTSHIPS

A certain number of graduate assistantships are available each year for qualified graduate students. The assistantships average $7,000 per academic year for a full-time assistant. The stipend is paid biweekly for a period of approximately nine (9) months for assistants appointed for an academic year, and for approximately five (5) months for assistants appointed for one semester. The maximum time that a graduate student may hold an assistantship is for a total of four (4) academic semesters.

The holder of an assistantship must be enrolled in at least six (6) graduate program hours and not more than twelve (12) hours of graduate study each semester. Full-time graduate assistants will work nineteen (19) hours per week. A full-time graduate assistant cannot hold another job or position on campus. Part-time graduate assistants may hold additional on-campus jobs as long as the total hour worked (assistantship plus job) does not exceed 19 hours per week.

GRADE APPEALS POLICY AND PROCEDURES, UNDERGRADUATE STUDENT

Policy

1. General Policy Statement

   There is a long-established tradition of informal grade appeal at FHSU. Students are strongly encouraged to initially discuss a disputed grade with the instructor(s) responsible for determination and assignment of the grade. It is assumed that informal student-instructor interaction at this level will correct any errors in recording or arithmetical computation and provide the setting for a resolution of any disagreement between a student and instructor(s) involving evaluation and credit for work completed. If this level of interaction, however, fails to result in a satisfactory agreement regarding the assigned grade, it is the policy of FHSU to provide an informal appeal to the department chairperson and dean plus the opportunity for a formal appeal process.

2. Rationale

   FHSU represents a community of learning devoted to the creation of knowledge and the advancement of humankind's intellectual progress and powers. As members of this learning community, students are an important component of this collective enterprise. It is assumed that they, too, are committed to essentially the same set of values and goals that motivate and guide other members of this learning community. Thus, FHSU is committed to the provision of a formal student right of appeal because of its communal duty and obligation to this particular class of member.

This is not to say that the opportunity for students to participate in communal actions (e.g., grade assignment) which may eventually influence their career goals and aspirations is not an important consideration. Obviously, participation in communal activities and decision making can be educational and productive of a public spirit that will provide a basis for membership and involvement in larger communities beyond FHSU. Rather, it is to say that membership alone in the learning community known as FHSU is a sufficient reason for providing students with the right of grade appeal.

3. Faculty Responsibilities and Entitlements

The instructor's professional responsibilities include grading procedures which honestly attempt to evaluate the performance of the student. An integral part of teaching is to articulate the standards and procedures used for evaluation and grade assignment. Grading standards should be the same for all members of a class or enrollment group (e.g., undergraduate students in a class open to undergraduate and graduate students) who participate in a course. Singling out one student or a small group of students for a unique and/or arbitrary application of evaluative standards and procedures can be considered a serious departure from accepted academic norms, responsibilities, and professional judgment.

At the same time, however, instructors are entitled to the widest range of discretion in making judgments about academic performance and the substantive content of class assignments (e.g., research papers, essay examinations, laboratory tasks, set design, etc.). This entitlement must not be infringed upon for two reasons. First, the instructor's grading behavior (as judged relative to the standards of the instructor's professional field and peers) is used as part of the merit evaluation process with respect to pay raises, promotion, and tenure. Second, the instructor's grade report is a statement of academic judgment, evaluation, and opinion covered by principles of free speech and its derivative, academic freedom. Great respect must be shown for the instructor's professional judgment. No individual or member of the University community may override an issued grade unless it represents a clear and substantial departure from accepted academic norms as to demonstrate that the instructor responsible did not actually exercise professional judgment or was prevented from exercising such judgment (e.g., death, mental incapacitation, etc.). In addition, intimidating behavior, remarks, or actions by other members of the University community which are designed to coerce an instructor to change an assigned grade are considered to be a departure from the University's collectively derived internal principles of governance and consequently unacceptable.

4. Student Responsibilities and Entitlements

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations, and responsibilities (e.g., preparation for class, attendance, completion of reading assignments, participation in the governance of students' affairs, etc.). One of these responsibilities includes the appropriate and prescribed use of the grade appeals process.

Students are expected to first avail themselves of the established tradition of informal appeal which involves one or more consultations with the instructor(s) involved. The reciprocal obligations which bind the members of the FHSU learning community to one another require that all grade appeals must be initially addressed and discussed at this level. Failure to recognize this obligation to the instructor(s) on the part of the student must bring into question the appellant's commitment to the learning community and seriously prejudice further petitions for a resolution of the problem. If the grade dispute is not resolved at this level or by informal appeal to the department chairperson or college dean, the student is obliged to consult next with the departmental chairperson who will inform the student in writing of formal departmental appeal procedures (see Section 5 below), and the student's entitlement to the University appeals procedures and options (as prescribed in Process and Procedures of this document).

5. Departmental Responsibilities

Each University department is responsible for the formulation and implementation of formal procedures to handle grade appeals that cannot be satisfactorily resolved through the informal process. This set of procedures should be enumerated in written form, provide for an administrative hearing to ascertain that course standards and procedures were properly established, enacted, and carried out (due process), and set reasonable time limits for appellant petitions and responses. Departmental grade appeals procedures may take a variety of forms suitable to the unique character of each department. At a minimum, however, each departmental set of procedures must be available in written form to the appellant and contain a requirement that the student initiate the departmental administrative hearing with a letter to the chairperson containing all relevant facts surrounding the grade dispute.

6. Special Consideration

When the student believes that a grade is the result of illegal discrimination or sexual harassment as described by Title VII of the 1964 Civil Rights Act, appeal should be undertaken in accord with the various policy statements and grievance procedures.

Process and Procedures

1. Purpose

This formal grade appeal process and set of procedures has been established for the purpose of providing due process for FHSU students who believe that standards or procedures used for evaluation and grade assignment have been applied in an arbitrary or capricious manner. The process has been designed to resolve a grade dispute at the lowest level possible beginning with the student-instructor relationship. It has not been designed to produce grade changes which are the result of a reevaluation of an instructor's professional judgment about academic performance and the substantive content of class assignments completed by a student.

2. Process

When a student feels that an assigned grade is the result of arbitrarily or capriciously applied standards or procedures, and when the initial informal student-instructor consultations or the informal appeal described in the General Policy Statement of this document has failed to resolve the situation, the following steps and procedures will be utilized:

Step A: The student is responsible for obtaining a copy of the specific formal grade appeal procedure employed by the instructor's department from the department chairperson.

1. Submit a written statement of fact regarding the disputed grade.

2. Arrange a consultation session with the department chairperson.

3. Obtain a departmental administrative hearing to ascertain if course standards or procedures were properly established, enacted and carried out prior to the end of the first full semester following assignment of the grade.

4. Initiate an appeal at the University level if the departmental hearing fails to satisfactorily resolve the dispute.

Step B: The departmental chairperson will notify and inform the appropriate college dean of the grade dispute situation.

Step C: The University level grade appeal is initiated by the student's submission of a written statement of appeal to the provost.

All undergraduate students are entitled to a confidential administrative hearing at this level of appeal. The committee hearing the appeal will consist of the provost and two (2) faculty members. Faculty members participating in the administrative hearing will be members of the Faculty Senate and appointed by the Faculty Senate President. The appointed members participating in the hearing must be from departments or units other than those with which both parties in the dispute are formally affiliated. The appointed faculty members and the provost will hear the student's grade appeal by conducting an administrative hearing. This hearing will be conducted in such a way as to provide an opportunity for all surrounding the disputed assigned grade. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of the Student Government president or designee to serve as a personal advisor. The purpose of the inquiry is fact-finding.

Step D: If after the completion of the administrative hearings, the instructor(s) who issued the disputed grade:

1. is (are) unable to change the grade (e.g., death, termination of status as faculty member, etc.); or

2. continue(s) to find no new basis for altering the original grade; or

3. for any other reason refuse(s) to alter the original grade; then the appointed faculty members who participated in the administrative hearing will issue a written recommendation to the provost which will include a declaration of concurrence or disagreement with the instructor's decision regarding the original assigned grade. If in the judgment of the appointed faculty members, the administrative hearing has demonstrated that the original grade is

inappropriate, they may include in the written recommendation to the provost the following options designed to provide the student with the opportunity to demonstrate the invalidity of the original grade:

a. a retake of the course;

b. with a different instructor;

c. without having to pay additional tuition.

Upon completion of the retake, the disputed grade will be expunged from the student's transcript, and the grade for the retake will replace the original.

Step E: The provost will utilize the faculty members' recommendation to render a written decision. Copies of this document will be sent to all parties involved in the grade dispute to include the departmental chairperson, instructor, student, and college dean. This decision shall embody one of the following:

1. agreement with the instructor's original assignment of grade;

2. utilization of the retake option; or

3. change of original assigned grade (option to change original assigned grade can be exercised only as a result of unanimous agreement by all members of the administrative hearing committee. Change of grade will be noted on the grading record as an administrative grade change by the provost.).

If the provost's decision embodies item 3, the proposed change of grade must be based on a determination that the original grade was the result of a capricious or arbitrary application of course standards and procedures. As noted in "Faculty Responsibilities and Entitlements" of this document, instructors are entitled to the widest range of discretion in making judgments about academic performance and the substance of class assignments or responsibilities (class discussion, written work, etc.). Consequently, a clear and obvious violation of grading procedure must be demonstrated to justify the provost's decision to alter a disputed grade. Simple disagreement with the instructor's professional judgment about the substance of a student's performance is not an acceptable basis for changing a grade.

Approved by President Gerald W. Tomanek (02-05-87).

GRADUATE SCHOOL ACADEMIC APPEALS POLICY

A graduate student who believes that a course grade or the result of a learning experience (e.g. comprehensive examination, fieldwork, etc.) has been assigned in an arbitrary and capricious manner by the instructor may pursue a resolution of the dispute by submitting an academic appeal. The student should carefully consider his/her own academic performance prior to submitting an appeal. The process is designed to resolve a dispute at the lowest possible level beginning with the instructor-student relationship. Attempting to resolve the dispute with the instructor is the first necessary step before further action can be initiated.

The Academic Appeals process has not been designed to produce changes which are the result of a reevaluation of an instructor's professional judgment about academic performance and the substantive content of assignments completed by a student. In other words, the focus of the appeal is procedural due process (e.g. course management, errors in application of the course grading arrangements, etc.); not about the rightness or wrongness of the faculty member's content expertise or judgments about the relevancy of assigned readings, choice of materials, etc. When a student feels that an assigned grade or result has been applied with arbitrary or capricious standards or procedures, and when the initial informal student-instructor consultations has failed to resolve the situation, the following steps and procedures will be utilized:

1. Appeal to the department chair. (Note: in the case of MLS & MBA appeals, a course appeal will be reviewed by the department chair in the department offering the course. A program appeal will be given to the Director of the MLS program and, in the case of the MBA program, the Dean of the College of Business and Entrepreneurship with advisory copies routed to the academic department chairs involved. Other programs that may not clearly be assigned to an academic department shall be clarified by the graduate dean.) The student will submit the approved Graduate School Academic Appeals Form to the department chair with attachments to support his/her case. The Graduate School Academic Appeals Form is available at http://www.fhsu.edu/academic/gradschl/current-students/. The department chair will investigate the issue by interviewing all parties involved. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate. The advisor or advocate must be a graduate student at FHSU at the time of the appeal. The purpose of the inquiry is fact-finding. The department chair will then communicate his/her recommendation to the student in writing within ten (10) working days of receipt of the appeals form. This documentation will be attached to the Graduate School Academic Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form.

   If the student wishes to continue to resolve the appeal process, he/she may pursue step 2, below.

2. Appeal to the graduate dean. The department chair will forward the record of the appeal to the graduate dean. The graduate dean shall investigate the appeal by establishing a three member hearing committee consisting of university graduate faculty. The graduate dean shall convene the committee, issue a charge, and then withdraw from the proceedings. Although legal counsel is not considered appropriate or necessary to such a proceeding, the appellant may request the presence of an advisor or advocate as defined in step 1, above. The purpose of the inquiry is fact-finding. The appeal committee will make a recommendation to the graduate dean. In response, the graduate dean shall issue his/her recommendation to the provost with copies to all involved parties and the appropriate college dean within ten (10) working days. This documentation will be attached to the Graduate School Academic Appeals Form and become part of the record of the appeal. This written communication shall be sent by electronic mail as well as by standard mail to the mailing address given by the student on the appeal form.

3. The provost shall consider the record of the appeal, and the recommendations of the department chair, the hearing appeal committee and graduate dean to render a written decision. Copies of this document will be sent to all parties involved in the appeal including the student, instructors, department chair, and graduate dean. The decision shall embody one of the following:

a. agreement with the instructor or committee’s original assignment of grade or result,
b. a change of the original assigned grade or result. A change of grade will be noted on the grading record as an administrative grade change by the provost,
c. if possible, a retake of the course with another instructor,
d. other remedy determined by the Provost to be reasonable in light of the circumstances of the appeal.

In all instances, face-to-face meetings will be the preferred method of communication and parties involved should endeavor to make that possible. However, in situations where meeting face-to-face is not possible, communication may occur over telephone and/or electronic mail. The method of communication used by parties in this process shall have no effect upon the appeal.

Approved by Graduate Council 10-22-08

HAZING POLICY

Hazing is strictly prohibited at Fort Hays State University. Any student participating or involved in hazing activities will be subject to disciplinary action for violation of this policy. Student organizations found in violation will be subject to punishment including, but not limited to, disbanding of the organization.

Hazing is defined as any action taken or situation created, whether on or off University premises, as part of initiation to or continued membership in a student, social, or fraternal organization, that endangers the life or health of a member, that has the potential to cause bodily or emotional injury or that produces mental or physical discomfort, embarrassment, harassment or ridicule.

Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological harm, and includes activities that demonstrate disregard for another person's dignity or well-being. Even when demeaning or embarrassing behaviors do not appear overtly harmful in themselves -- as where the participants appear to engage in them willingly -- they may constitute hazing if they are part of an organization's or group’s initiation or membership activities or if such activities are a part of the organization’s or group’s traditions or rituals. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring.

Specific activities which may constitute hazing include, but are not limited to the following:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electrical shock, placing of a harmful substance on the body, or similar activity;

2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;

4. Any activity that intimidates or threatens the student with ostracism or exclusion from the particular organization or group, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization, group or institution rather than submit to acts described in this subsection;

5. Activities that would unreasonably interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.); and

6. Any activities that violate University policy, fraternity/sorority chapter policy, or federal, state or local law.

The University's Hazing Policy shall apply to all University students, as well as organizations or groups, either official or unofficial, whose membership includes University students, and organizations or groups registered with or funded in whole or in part by the University.

As a condition of registration by the University, all clubs and organizations including fraternities and sororities, must agree that they and their members will not engage in any action which may constitute hazing as defined by the University or Kansas law. In addition, they must agree that they and their members will not engage in any action or situation that causes an individual to suffer indignity, embarrassment, humiliation, or ridicule due to the actions of others.

All organizations, groups, clubs, sports teams, fraternities and sororities understand that hazing in any form is prohibited. Organizations violating the University's Hazing Policy Statement will be brought before the Student Organization Committee. If found in violation, they will be subject to punishment, including but not limited to disbandment. Individual members of organizations violating this policy will be subject to the University's Student Code of Conduct and Discipline Procedures. If found in violation, they shall be subject to disciplinary action which may result in suspension or expulsion from the University.

Adopted by President's Cabinet (10-12-05).

HOUSING FOR STUDENTS

The University maintains several options for student housing as follows:

	Spaces Available	**Type of Occupancy**
Agnew Hall	123	Coed
Custer Hall	106	Coed (KAMS Housing)
Heather Hall	112	Coed
McMindes Hall	630	Coed
Stadium Place	120	Coed
Wiest Hall	420	Coed
Wooster Place	84 Apartments	Coed, non-traditional students

In addition, six fraternities and sororities offer room and board for more than 300 students.

The Stadium Place apartments opened in 2005. These apartments are designed for style, comfort and durability to better accommodate today's student. Each occupant has their own bedroom and shares a bath with only one other person. The apartment is fully furnished, including the living room, bedrooms, dining area and a fully accessorized kitchen. Agnew Hall opened in 2012 and Heather Hall opened in 2013. Both of these buildings are suite style housing that provide students with a single bedroom, two bathrooms per suite, a living room and a small kitchenette. Each suite is designed to hold either three or four residents.

Unmarried freshmen students with less than one year out of high school are required to live in a University residence hall, a fraternity, sorority, or the home of their parents or legal guardian. Other students may live wherever they choose.

MEMORIAL UNION

The Memorial Union is the community center for students, faculty, staff and guests. It serves the campus and beyond with facilities, services, programs and activities. As a special event center, the Memorial Union provides 14 different meeting, dining and special event spaces that can seat from 10 to over 500 people. Dining Services include a full catering operation as well as a food court that contains Hays' only full service Starbucks, Pizza Hut, Sono Latin Cuisine, a full-service salad bar, and Tiger Market. Mondo Subs and Grab 'n Go offer additional food service options. Cody Commons is a reservable space designed for activities or casual dining, with projection TV, LCD flat screen TVs, and stage. Other facilities include the University Bookstore, Commerce Bank, Tiger Card office, the Student Service Center, the Student Health Center, the Center for Student Involvement, lounges and billiard table. The University Activities Board provides students and others with social, educational and cultural programs. The University Encore Series is planned by the Center for Student Involvement staff.

The Memorial Union is dedicated to former FHSU students who served our country and died fighting in wars during the last century. A plaque in their honor is located in Sunset Lounge.

MENINGITIS POLICY

Fort Hays State University requires all students living in University Housing or Greek Housing to receive the meningitis vaccination or sign a waiver indicating their knowledge of the risks of bacterial meningitis and their decision to not be vaccinated. It is also strongly recommended that all other students become knowledgeable about meningitis and consider vaccination in order to reduce their risk. Students may provide proof of vaccination from their primary care provider or receive the vaccine at the Student Health Center.

Non-compliant students will be placed on administrative HOLD and will remain on administrative HOLD until compliance is documented with the Student Health Center. "Administrative HOLD" means that the student is unable to enroll for the following semester. Immunization status will be maintained at the Student Health Center.

Adopted by FHSU through Vice President of Student Affairs (07-26-05).

MISSING STUDENTS POLICY

Fort Hays State University is required, under the Higher Education Act, to notify the custodial parent of a student who is under the age of 18, no later than 24 hours after the student is missing. FHSU students who are 18 years of age or older have an option to identify an individual to be contacted, within 24 hours from the time the student was determined to be missing. Every student has their own student account and may enter or change, under personal information/contact information, a designated contact person at any time by updating their Next of Kin/Emergency contact information through Tiger Tracks.

Any report of a missing student will be fully investigated by appropriate University personnel under the joint coordination of the Vice President of Student Affairs Office and University Police. Further, the assistance of the Hays Police Department, or other appropriate law enforcement agency, will be sought if such assistance is indicated and deemed necessary by the initial campus investigation.

When a student is reported missing, FHSU will/may:

- Involve both University Police and the Vice President of Student Affairs Office in the report and share all relevant information.
- Initiate an investigation to determine where the student might be and if the student can be located.
- Make reasonable efforts to contact that student via cell phone, email, and in person visit to the student's residence or room.
- Contact faculty, peers, roommates and other university members to determine the potential whereabouts of the student.
- If the student cannot be located and remains missing, FHSU will, according to the law, contact Hays Police within 24 hours of the initial internal report.
- Notify the emergency contact or legal guardian (for students under the age of 18, unless emancipated, or for students over the age of 18 that have indicated on their Tiger Tracks they would like their Next of Kin notified) of the status of the investigation within 24 hours of the initial report unless the student has been contacted.

In situations that may indicate a serious threat to a student's wellbeing, FHSU may notify law enforcement agencies and emergency contact(s) immediately. Contact information will be kept confidential as appropriate.

Adopted by President’s Cabinet (04-01-09).
Review approved by President’s Cabinet (04-15-11).
Adopted by Executive Leadership Team (07-18-16).

NONTRADITIONAL STUDENT SERVICES AND POLICY DOCUMENT

Academic Counseling

Nontraditional students who attend college often have different interests and needs than do typical students. The counselors in the Kelly Center have had substantial experience in working with students who are entering or returning to college for either part-time or full-time coursework. They are committed to helping such students maximize their University experiences.

Counselors are available throughout the day and by appointment in the evening to discuss academic, personal, and professional concerns. Not only are they available for advising and counseling, but also for answering general questions about the University and to help make agreeable referrals. Counseling is available for students whether they are choosing single courses or planning individualized programs at FHSU.

Admission and Academic Policy

Definition

Undergraduate students whose circumstances are described by one or more of the following categories are considered nontraditional:

1. adults 24 years of age or older,
2. veterans of the armed forces of the United States,
3. married students, and
4. students who have legal dependents.

Academic Regulations

Admission

Degree-Seeking Students: Nontraditional students who desire to earn a baccalaureate or associate degree should mail an application for admission and $30 application fee to the Office of the Registrar and provide official transcripts from any colleges or universities previously attended.

Non-Degree-Seeking Students: Individuals whose immediate and declared objective is other than the earning of a baccalaureate or associate degree at the University may be admitted as regular nontraditional students. An adult interested in attending FHSU as a non-degree-seeking student should mail an application for admission and $30 application fee to the Office of the Registrar.

Academic Performance

See the University Catalog for "Academic Probation and Suspension."

Enrollment/Registration

Many nontraditional students face a time of uncertainty when they first enroll in college. To help alleviate the anxiety that often occurs during the registration and enrollment processes, a special time has been set aside for registering such students. Dates and times can be learned by communication with the Office of Student Affairs.

Nontraditional Student Support Services

Nontraditional students may have special concerns when returning to the formal classroom. Therefore, the University has formalized a number of programs, services, policies, and procedures to ease the barriers to successful class work for those who do not fit the traditional profile of the college student. FHSU hopes to better meet the needs of those who want to take courses for concerns such as self enrichment, job advancement, career change, and professional certification. To this end, a number of services have been identified specifically for these students. They include tutoring, skill building classes, career counseling, career planning and testing.

The University has available a full array of counseling services. Referrals are available on campus for educational, career, and personal counseling at no charge to the enrolled student. The Kelly Center acts as the referral source for counseling services as well as providing those services.

PARTICIPATION IN ASSESSMENT ACTIVITIES

Fort Hays State University is committed to the use of various kinds of assessment activities as a way of creating or acquiring information about student and faculty progress toward educational goals and the effectiveness of institutional policies and practices. In order to make necessary adjustments in the learning environment which will be effective in developing the talents of students and faculty to the fullest extent possible, assessment activities are conducted on a University-wide basis.

It is the responsibility of students to participate in any and all forms of assessment activity. The knowledge derived from student participation in assessment programming will help faculty and administrators make better choices about how to optimize the impact of the institution's learning environment, processes, and management practices.

Approved by the Council of Deans (02-01-94).

PRIVACY RIGHTS

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

   Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes, but is not limited to, a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); organizations conducting certain studies for or on behalf of the school; a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or appropriate officials in cases of health and safety emergencies.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with Fort Hays State University alleging that the University violated any student rights under FERPA at the following address:

   Fort Hays State University
   Office of the Registrar
   Picken Hall 302
   600 Park Street
   Hays, KS 67601

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays State University to comply with the requirements of FERPA at the following address:

   Family Policy Compliance Officer
   U.S. Department of Education
   600 Independent Avenue, SW
   Washington, DC 20202-4605

Student Directory Information

The students:

1. Name
2. Address
3. Email address
4. Telephone number
5. Grade Level

6. Major field of study
7. Participation in officially-recognized activities
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees
11. Awards received
12. Most recent previous educational institution attended

The Registrar is designated as the Student Privacy Officer. Students have the right to notify the institution that they do not want any or all of the types of information listed above to be designated as directory information. Notification must be in writing and must be received by the Registrar prior to the beginning of the academic semester. Notification forms are available in the Office of the Registrar, Picken Hall 302.

Approved by Cabinet (01-10-90, 03-09-00, 09-02-14).

REPORTS OF ABSENCE FOR PARTICIPATION IN CAMPUS ACTIVITIES

Lists of students who are away from the campus in group activities (football, band, etc.) are sent to faculty and the deans of the appropriate faculties via email. Students are held responsible for the work missed during their absence (see Chapter 2).

RESIDENT TUITION

Instructions to students seeking to establish Kansas residence for fee purposes in state educational institutions governed by the Kansas Board of Regents are available from the Registrar. Undergraduate students from Missouri, Minnesota, Michigan and Nebraska may also inquire about tuition under the Midwest Student Exchange Program (MSEP) by contacting the Registrar.

Revision approved by President Edward H. Hammond (11-28-89).

SAFEGUARDING STUDENT FINANCIAL INFORMATION POLICY

General

Fort Hays State University (FHSU) has adopted this policy in compliance with the Gramm-Leach-Bliley Act (GLB Act, Sec 16CFR Part 314). This policy will be reviewed and adjusted as necessary, at least on an annual basis. The FHSU Internal Compliance Coordinator will report to the Vice President of Administration and Finance in written form at least annually or more frequently if material events warrant.

Providing Safeguarding Policy Notices

FHSU will provide safeguarding student information policy notices as required by the GLB Act. Students will be sent initial safeguarding student information policy notices to their permanent addresses. Thereafter, students will be sent safeguarding student information policy notices at least annually. New students will receive safeguarding student information policy notices at the time of application or approval of services. Safeguarding student information policy notices will be provided in a form that the student may access at a later time.

Collection of Student Information

FHSU collects information about students in many ways. Information is provided by students to FHSU on admission applications, financial aid applications, and through a variety of other forms and services. FHSU also receives information when processing student transactions such as clearing checks, ACH transfers, debit transactions, and more. Students also provide information in response to questions posed by FHSU or in their correspondence to FHSU. All nonpublic personal information collected is subject to the confidentiality provisions of this policy.

Confidentiality and Security of Student Information

FHSU will undertake reasonable measures to protect the confidentiality and security of student information. Physical security of documents, restricted access to information, and proper handling of information form the basis of FHSU's procedures.

- FHSU employees will verify students' identity before releasing information or processing transactions for students.
- FHSU employees will also maintain control and security of documents that contain student information. After processing, documents with nonpublic personal information will be properly filed or discarded.
- FHSU employees are allowed access to students' information as needed to fulfill students' requests or conduct FHSU business as may be appropriate.
- FHSU maintains physical, electronic, and procedural safeguards to protect student information.

Application to Former Students

FHSU's disclosure policies are applied to former students in the same manner as they are to current students.

NPI collected by FHSU

FHSU collects only nonpublic personal information that is needed for the transaction or service a student requests. FHSU may collect this information from the following sources:

- Information FHSU receives from a student's application or other forms;
- Information about a student's prior transactions with FHSU or others;
- Information FHSU receives from a consumer reporting agency, if any.

Types of NPI FHSU Discloses and to Whom FHSU Discloses NPI

Although FHSU does not generally disclose a student's nonpublic personal information to outside parties, we may disclose any of the nonpublic personal information we collect under the following circumstances:

I. When a student asks or gives FHSU permission to do so;
II. In furtherance of the transaction or service a student requests;

III. As otherwise permitted or required by law. For example, a disclosure made to an entity to which a student has identified FHSU as a credit reference if such disclosure is limited to information related to the student's specific transactions or experiences with FHSU;

IV. To Third Party Affiliates. For example, FHSU may disclose a student's nonpublic personal information to its agents, but only to the extent necessary to further the transaction or service, such as a Collection Agency or Credit Bureau.

Pretext Calling

FHSU prohibits its employees from obtaining, attempting to obtain, or causing to be disclosed, student financial information relative to another person by use of false or fraudulent practices. These practices include:

1. Making a false statement to an employee of FHSU,
2. Making a false statement to a student of FHSU, or
3. Providing, to an employee of FHSU, a document that a person knows is false, stolen, fraudulently obtained, or contains a false representation.

Inquiries made to FHSU shall require the verification of the identity of the requesting party, a determination of the reasons information is being requested, and a determination of the authorization of the student to disclose the information. Authorization by the student may include the issuance of a check, an application for credit, and express authorization for verification, or other means that may be deemed reasonable.

Training

FHSU employees with access to student financial information defined by the GLB Act will participate in training on safeguarding student information. This issue will be covered as part of employee orientation and as needed in departmental meetings. Student privacy issues, FHSU's privacy policy, and appropriate procedures will be reviewed annually with all employees.

Applicable employees are trained to respect students' privacy through compliance with FHSU's policies and procedures. Failure to comply will subject employees to disciplinary action.

Security Statement

FHSU is committed to ensure the confidentiality of student's online transactions. FHSU banking products incorporate designed-in security features for safeguarding student accounts and the information students transmit to FHSU during a session. FHSU's detailed security features can be viewed on-line at www.fhsu.edu/policies/.

Approved by President's Cabinet (06-04-03).

SCHEDULING STUDENT SOCIAL EVENTS

The Scheduling Office is designated as the clearinghouse for the calendar of all University events and those sponsored by off-campus organizations. Any student, faculty member, organization, or department planning a special meeting or program is requested to schedule the time and place of each activity on the calendar of events.

SCHOLARSHIPS AND FINANCIAL AID

All financial aid administered directly or indirectly through the University and its personnel, shall be administered without discrimination. Up-to-date financial aid recipient responsibilities are listed in the current class schedule and are available in the Office of Student Financial Assistance.

Teaching fellowships, research fellowships, and assistantships shall be administered in accordance with the University policy of equal opportunity.

Revision approved by President Edward H. Hammond (11-28-89).

SPONSORS OF STUDENT ORGANIZATIONS

The University requires all registered student organizations to have campus sponsors, preferably faculty members. Such sponsorship means assisting an organization in every way possible to have a strong and effective program. It is hoped that faculty members will be willing to serve as sponsors and will enjoy this informal contact with students.

The Student Organizations Committee registers student organizations. The committee is comprised of faculty and students, and is chaired by the Assistant Vice President for Student Affairs.

The Office for Student Affairs (Sheridan 208) has a number of resources for campus groups, including the FHSU Student Organization Handbook. This handbook includes all policies relevant for student groups, as well as useful information about funding, facility use, etc.

STUDENT GOVERNMENT ASSOCIATION

The constitution for the Student Government Association (SGA) of Fort Hays State University (FHSU) provides for an executive branch (student body officers), a legislative branch (Student Senate), and a judicial branch (Student/Faculty Court). These groups work closely with the faculty and administration in the development of the University. Each faculty member should read this constitution. Copies are available in the Office of Student Affairs.

STUDENT GRIEVANCES AND COMPLAINTS, POLICY AND PROCEDURES RELATING TO

The Assistant Vice President of Student Affairs for Student Life is appointed as the single point of contact at Fort Hays State University for students to contact for assistance in determining the appropriate university procedure for initiating a complaint or grievance. In the event that the grievance or complaint involves a subject matter that is not covered by existing policy, the student will be referred to the Vice President of Student Affairs for handling the complaint in accordance with the Board of Regents policy entitled “Complaint Process.”

Approved by President’s Cabinet (05-08-13).
Adopted by Executive Leadership Team (04-11-16).
To view full policy and supporting documents, see University Policies page
www.fhsu.edu/policies/student-affairs

STUDENT ORGANIZATIONS AND ACTIVITIES

Students at FHSU have many opportunities to engage in sponsored organizations in several categories. For example, there are honorary societies, departmental organizations, campus wide groups, religious organizations, social organizations, fraternities and sororities, in addition to residence hall organizations. A complete listing of registered organizations may be found on the FHSU website at http://www.fhsu.edu/stuorg.

In addition to participating in campus organizations, FHSU students have many opportunities to engage in a wide variety of student activities. FHSU offers varsity sports for men and women, and about 4,000 students participate in campus intramurals. In the field of music, students may select from several large and small chorale and instrumental ensembles (strings, winds, and percussion) and two fraternal groups. There are many cultural opportunities for students, including the Encore Performing Arts Series, the FHSU Theatre Series, and programming offered by the University Activities Board. Students may get involved in the governance of the institution through the Student Government Association.

There are literally dozens of possibilities for all students to become involved in the life of the campus.

STUDENT PROBATION

See the University Catalog for "Academic Probation and Suspension."

STUDENT SERVICES

The University provides many valuable services to its students. Important services related to a student’s enrollment are available from the Office of the Registrar. These include dropping and adding courses, degree summaries and evaluation as well as furnishing transcripts, records, and letters of verification. Protection under the Family Educational Rights and Privacy Act (20 USC Sec. 1232[g]) is guaranteed.

Many additional services are also available to students, including the following:

Academic advising
Academic success programs
Career counseling
Career services
Counseling services
Dining services
Drug, alcohol and wellness programs
Exchange programs
Financial aid and scholarships
Fiscal services
Health services (including insurance)
Identification cards
International student services
Library and interlibrary services
Memorial Union services
Orientation and early registration
Parking
Personal counseling
Residential life
Services for students with disabilities
Supplemental instruction
Tutoring
University Activities Board

For prospective teachers, processing applications for certificates in both the initial and renewal phases of licensing is a service to both the students and the teaching profession. Along this line, the University endeavors to assist students in summer and intersession through work-study programs for learning while earning in on-the-job activities.

For former students, there are services available through the Alumni Association, the FHSU Foundation, the Half-Century Club, and several professional renewal and continuing education programs, some of which are extended beyond the campus.

STUDENT TUITION AND FEES

The allocation of student fees will be in compliance with nondiscriminatory and equalitarian policies and practices. Allocations shall be reviewed for inequities and patterns of discrimination.

Revision approved by President Edward H. Hammond (11-28-89).

STUDENT'S REGISTRATION CANCELED FOR NON-PAYMENT OF FEES

A student whose registration has been canceled for non-payment of fees shall not be permitted by the instructor to attend class until the instructor has received official written reinstatement notification from the Office of the Registrar.

CHAPTER 8 -- PUBLIC AFFAIRS

The University seeks to maintain good public relations with all of its publics and encourages every member of the faculty to give the matter top priority. Whether it be with students or prospective students, their parents, representatives of the media, lawmakers, and government officials, or equally important, taxpayers who support higher education in Kansas, it is the policy of Fort Hays State University to take the necessary steps to ensure friendly, courteous, and businesslike treatment of all. This is especially important in terms of the following specific situations:

1. Receipt, processing, and replying to oral and written inquiries from whatever source.
2. Fair and reasonable reception and adjustment of complaints.
3. Maintaining regular, posted office hours in order to be available to students.
4. Advising University Relations and Marketing of newsworthy events and items in order for appropriate publicity releases to be made through regular channels.
5. Meeting classes on time and working out an equitable grading plan readily understood by students.
6. Speaking well of the University, its programs, student body, faculty, and the people of Kansas.
7. Being appreciative of secretarial and clerical assistance in accomplishing faculty responsibilities.
8. Taking time to get acquainted with current students and following the fortunes of former students and being ready and willing to contribute to their success wherever possible.
9. Participating in faculty affairs and organizations which have as their major purposes the improvement of public relations.
10. Participating in and providing professional expertise and leadership for community activities.

ALUMNI ASSOCIATION

The primary purpose of the Alumni Association is to provide a system of mutual support between the University and its graduates. The association functions as a record office, a public relations arm of the University and a service organization; its activities are designed to inform and involve both the University and its alumni and friends. Association programs include area alumni chapters and events; homecoming and class reunions; alumni sponsored awards and recognition of outstanding graduates, faculty, students, and friends; Half Century Club; the Tigers4Ever student organization; the State of Kansas FHSU license plate program; and the official alumni publications. All current full-time faculty and staff are considered bronze members of the association, and are eligible to purchase paid membership, which offers additional benefits and services. For information contact the Alumni Office.

CAMPUS POSTING POLICY

The intent of this policy is to provide Fort Hays State University students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, at designated locations throughout the campus on bulletin boards, outdoor kiosks, and other posting areas, within the guidelines set forth in this policy.

Advertising of events at Fort Hays State University's campus is limited to events approved by Fort Hays State University, including but not limited to events sponsored or organized by registered student organizations, students involved in campus campaigning, and University divisions, departments, and offices that are conducting University business, in accordance with separate University policies governing the use of campus facilities.

The Memorial Union provides space for both on- and off-campus groups to post flyers. Permissible postings comply with this policy and are in some way related to the Union's general purpose and functions as a student service and support center. The Center for Student Involvement (CSI) in the Memorial Union must approve all indoor and outdoor postings on campus, including postings on or in kiosks, bulletin boards, table tents, outside banners, sidewalk chalking, etc. and will do so under the terms and conditions set forth in this policy. In the event a posting is denied by the Center for Student Involvement, a written explanation for the denial will be issued. Any person or group wishing to appeal this decision shall submit a written request along with the denial by the Center for Student Involvement, to the Director of the Memorial Union, who will issue a decision on the request.

General Guidelines for Posting

All posters and flyers to be displayed on Fort Hays State University's campus must conform to the University's Student Code of Conduct and not contain any obscene and demeaning sexual content, and any racial, or other discriminatory reference.

Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs; or promote the engagement in illegal activities.

All posters must clearly indicate the full name of the registered student organization and /or department sponsoring the event, activity, etc. as well as the date, time and location of the event printed clearly.

Posting on campus is limited to one poster/flyer per event per bulletin board. Posters are not to exceed 11" X 17" in size on bulletin boards inside buildings or on outside kiosks. Student candidates campaigning for an office or position or Homecoming king and queen on campus will be limited to one flyer per candidate/campaign per designated bulletin board. Campaign posters may not be larger than 8.5" X 11".

Posters should be attached with tacks whenever possible. Staples and tape are not appropriate as they are difficult to remove.

No posting is allowed on windows, doors, walls, floors, trees, trash cans, lamp posts, building markers, bridges, or other surfaces that are not designated for such purposes.

Placing flyers, posters, etc. under windshield wipers of cars parked on campus is not permitted.

The posting of paper with tape on sidewalks or using any kind of paint on sidewalks is not permitted.

No handbills exclusively used to advertise a product or service not related or beneficial to the mission of the University or its students are permitted.

No flyers/posters or signs shall be posted on the exterior of the Memorial Union, nor on walls, doors, or glass anywhere on the interior or exterior walls of the Memorial Union without special approval by the Director of the Memorial Union.

The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed. Organizations that violate the notices, signs, and table tent guidelines will be notified and asked to comply with the policy. If a violation occurs a second time, the organization may lose the privilege of posting notices, signs, or tent tents in the Memorial Union. Any posters/flyers or table tents will be removed that do not comply with these guidelines.

Permanent Displays

Permanent displays are not permitted on campus without prior approval. Individuals seeking permission to place permanent displays on campus must first seek the approval of the Director of Facilities Planning.

BUY, SELL, RIDE AND RENT Bulletin Boards

The bulletin boards on the first floor across from Union Station are the designated location in Memorial Union for displaying posters and flyers. The bulletin boards are identified with laminated signs at the top of each board as follows: BUY, SELL, RIDE AND RENT, AND EVENTS AND NOTICES.

The BUY, SELL, RIDE AND RENT board is intended to display notices of items for sale or rent or to buy, or notices for people wanting rides or riders. The EVENTS AND NOTICES board displays notices of events or information of local interest.

Postings are limited to one (1) flyer/poster per heading. The size of the posting is limited to no larger than 11” x 17.” Groups should place the flyer/poster under the appropriate heading on the bulletin boards.

Academic and Administration Bulletin Boards

The use of academic bulletin boards within campus classrooms is restricted to instructional information, as defined by the instructors who use each room. Items to be posted on academic bulletin boards require permission from the appropriate academic department. Bulletin boards in classrooms fall under the jurisdiction of academic departments, and are not intended to be available for posting by the general public. It is intended that bulletin boards in academic areas will be reserved for academically-related postings.

As such, the use of administrative bulletin boards relative to office locations require permission from the appropriate department. These bulletin boards fall under the jurisdiction of administrative departments, and are not intended to be available for posting by the general public. It is intended that bulletin boards in administrative areas will be reserved for department-related postings.

Residence Halls

Posting in all of the residence halls must be approved in advance by the Assistant Director of Residential Life, who will determine the request in accordance with this policy and the provisions of any policy applicable to residence halls in general, or any specific hall in particular. Posting in a specific residence hall must be approved by the Hall Director of that specific residence hall. In the event that a request is denied for posting in the residence halls, a written explanation for the denial will be provided. In the event that the requested use of the residence halls for posting is denied, the person or group submitting the request may submit the request denial to the Director of Residential Life, who will determine the request in accordance with the terms of this policy. Residence halls are not available for posting by the general public.

Door-to-door solicitation of products or services in the halls is not allowed. Printed advertising material may not be affixed to or placed under students' doors. Student rooms are not to be used for advertising of goods or services by outside persons or entities.

Poster Route

The Center for Student Involvement (CSI) provides the opportunity for **only** recognized student organizations and divisions and/or administrative areas of Fort Hays State University (FHSU) to publicize upcoming events through means of bulletin boards located in buildings on campus and outdoor kiosks. When space permits, FHSU departmental flyers announcing non-event information of interest to the general student population may also be posted.

These guidelines pertain only to Center for Student Involvement (CSI) bulletin boards; they are in no way meant to be the policy for posting materials on Academic, Administrative, Cultural Affairs, Student Government Association or University Activities Board bulletin boards. Individuals or organizations need to check with these groups to determine their guidelines. Materials promoting course offerings and schedule changes do not fall within these guidelines. **All postings** are to be consistent with University policy.

All student organization and departmental materials to be posted on official poster route bulletin boards must be approved by the CSI staff, Memorial Union 014, pursuant to the following guidelines:

1. Student organizations must be recognized by the CSI in order to post information for upcoming events. No commercial advertisements will be posted unless they relate to events sponsored by a recognized student organization or a division and/or administrative area of FHSU.

2. Materials must include the name of the event, date, time, place (on-campus building name, room name and/or number or off-campus name and street address), a FHSU-approved logo, and the sponsoring organization's or department's full name.

3. The deadline to submit a poster/flyer for the poster route is **11:00 am on Mondays and Thursdays**.

4. Due to bulletin board space limitations, the preferred size for materials 8.5" X 11", but cannot exceed 11" X 17".

5. No poster or flyer will be approved if it promotes obscenity, discrimination (racial, sexual, age, disability, etc.), exploitation (as described in University policies), or illegal activities. All advertisements must be consistent with University policies and procedures (alcohol, political, etc.).

6. Postings not approved pursuant to these guidelines will be removed and discarded without notification.

7. It is strongly recommended that a proof be given to the CSI for approval before additional copies are made. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event**. The CSI staff will hang posters in designated areas.

8. Submit 40 (7 of which are posted on kiosks) copies of poster/flyer materials to the CSI by the deadline (note item 3 above).

Kiosks

The Center for Student Involvement (CSI) must approve all postings in campus kiosks, under the terms and conditions set forth in the Poster Route policy. One poster per kiosk is allowed for each organization and/or event. Posters should not exceed 11” X 17” in size in kiosks. Posting is permitted only on the kiosk corkboards, not on the Plexiglas that protects them. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event** and will be placed and removed by the CSI staff. The CSI monitors kiosks weekly and will remove unapproved materials. In the event a posting is removed due to improper approval, if contact information is located on the posting, the CSI will make contact explaining the kiosk posting procedures.

Interior Displays (T-Stands)

Larger signs advertising campus events may be posted in display signs inside the Memorial Union. The size of the inside sign holder is 22” x 28”. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event**. Signs for these holders must be taken to the CSI in advance for approval and will be placed and removed by the CSI staff.

Exterior Displays

Larger signs advertising campus events may be posted in the display signs outside the Memorial Union. The size of the outside sign holder is 24” x 43”. As space permits, materials may be displayed for up to **one week in advance of the event**. Limited space is available on a first come, first serve basis. Signs for these holders must be taken to the CSI in advance for approval and will be placed and removed by the CSI staff.

Table Tent Displays

The Memorial Union has eight-sided table displays on each table in the seating areas of Union Station and Cody Commons. Table tents can be no larger than 4” X 6” or a quarter sheet of letter paper (4” X 5.5”) and should be cut to size. Only flat flyers in the approved plastic holder may be placed onto a table and only one advertisement per event, announcement, or service is allowed. As space permits, advertisements for an event may be displayed for up to **three (3) weeks in advance of the event**. A maximum of 40 table tents (10 sheets of letter paper) may be displayed – approximately 24 in Union Station and 16 in Cody Commons. Table tents are approved through the CSI office and will be placed and removed by the CSI staff.

Indoor Banners

Recognized student organizations and University departments have the opportunity to display banners inside the Memorial Union upon receiving approval from the CSI staff. Only banners which advertise campus-wide events, activities, or announcements sponsored by University organizations will be approved. One banner per organization or department per event is allowed. Banners cannot exceed 2' X 6' and should be made from paper (not bed sheets). Banners may be displayed for up to **one week in advance of the event.** Limited space is available on a first come, first serve basis. The University Activities Board (UAB) will have first priority to post on the hanging banner located at the south entrance of the Memorial Union. Banners within the Memorial Union can be reserved through the CSI office and will be placed and removed by the CSI staff.

Outdoor Banners

Banners are allowed in some locations in the quad, but must be approved by the Center for Student Involvement (CSI). Banners cannot exceed 5' X 7' and should be made of material that will withstand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed. Special care must be taken not to damage or injure trees. Registered student organizations are responsible for hanging and taking down outdoor banners.

To post a banner that will hang off the outside of the Memorial Union, please contact the Director of the Memorial Union for approval and size requirements.

Lawn Signs

Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the Campus will occur as a result of use of the sign. Requests can be brought to the CSI where final approval for lawn signs will be made in conjunction with the Physical Plant. The size of the sign and the method of affixing the sign to the Campus will be considered.

Sidewalk Chalking

Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to and approval is given by the CSI.

Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

Digital Signage

Three TV monitors located in the Memorial Union; on the main floor at the Southeast entrance, in Cody Commons on the lower level, and on the lower level in the feature wall lounge area (outside the CSI) may be used for advertising events, announcements, and resources.

Advertisements must be submitted to the CSI for approval. Acceptable formats include a Microsoft PowerPoint slide or a JPEG, and should be sent to csi@fhsu.edu.

This policy is subject to change and a current copy will be posted on the Fort Hays State University website.

Original policy adopted by President’s Cabinet (07-01-98).
Revisions approved by President’s Cabinet (10-12-05) (09-05-07) (10-06-10) (10-01-14).

FHSU FOUNDATION

The FHSU Foundation is a major factor in the ongoing success of the University. It serves as a budgetary source through private investment in developing excellence in all phases of student support. Their mission: to raise and manage funds to enhance the university through the solicitation of private funds in support of all programs on campus. Allocation of funds encompasses all areas of need on campus; scholarships, grants, departmental needs, and loans for students The FHSU Foundation is committed to following the stated guidelines of donors in making FHSU a better University. As a non-profit organization, gifts are deductible. The FHSU Foundation receive gifts at all levels and needs; memorials, estates, cash and property for the benefit of the University. Faculty members are encouraged to participate in and support the University through the FHSU Foundation activities.

RECEPTION OF VISITORS

It is vitally important that visitors to the campus be received with all courtesy and friendliness. If faculty members or students see persons obviously needing directions or assistance in finding personnel or offices, they should take time to give the proper directions or even provide escort service if directions are difficult to follow. This will make a good impression on visitors and assist with the public relations of the institution. In carrying out this policy, it is important for faculty members to acquaint themselves with the campus and its personnel so that questions can be answered and strangers can be directed to the proper offices for further information and assistance. If a tour of the campus is desired and time permits, visitors should contact the Office of Admissions.

SCHEDULING OF EVENTS IN UNIVERSITY FACILITIES

See Chapter 1: Use of Campus Facilities.

SOLICITATION ON CAMPUS

See Use of Campus Facilities Chapter 1.

SPEAKERS BUREAU

The University maintains a speakers and entertainment service which contributes much to the public relations of the institution. The services are provided through the Office of University

Relations and Marketing. Faculty members desiring to be listed in the brochure describing these services should contact that office in early September. Among the services having high public relations value are: commencement addresses, speeches at luncheons, dinners, banquets, service clubs, community groups, visiting professorships, and professional conferences. Faculty members are encouraged to play a prominent role in providing these services to the University's publics. Remuneration for your services is determined by you and the contracting organization.

SPECIAL EVENTS AND EXHIBITS

Art Activities

The Moss-Thorns Gallery of Art at FHSU definitely attracts the public to the University's campus. Historical and contemporary trends are reflected in the changing exhibits planned and supervised by faculty and students of the Department of Art and Design. One very popular event is the annual national exhibition of small paintings, prints, and drawings. The Moss-Thorns Gallery of Art offers students, faculty, and invited guest artists opportunities to exhibit their work. The University and the Department of Art and Design share with the public several avenues of searching and developing creative expression within the areas of the visual arts and provide many rich opportunities for growth in observation, sensitivity, creativity, and aesthetics. The displays and exhibitions are in the Visual Arts Center. One highly appreciated service of the Department of Art and Design is making valuable art works available to faculty members on a loan basis for their offices and classrooms. Faculty and students are leaders among community art groups in western Kansas and cooperate with other schools and colleges in sponsoring exhibits and other art activities.

Athletics

Among the most popular activities of the University as far as the public is concerned are the athletic and sports programs. Both hometown games and games away from home attract thousands of Kansans. Over the years, interest and support of the University's patrons and friends have been continuous. Opportunities to attend are always available to the general public. Supplemental financial support of certain programs is usually very helpful, especially in the areas of scholarships and grants in aid for talented students needing financial assistance. A body of loyal supporters has grown in recent years and is essential to the continued success of the programs in health and human performance and athletics.

Greenhouse

For many people, especially groups of children, the University's greenhouse is a popular attraction. Arrangements for visiting it should be made through the greenhouse director.

Assistance in providing floral arrangements for University functions should be discussed well in advance with the greenhouse director.

Museum

Fort Hays State University is the home of the internationally recognized Sternberg Museum of Natural History. This museum is visited annually by about 150,000 people who receive guided tours of the outstanding permanent exhibits and collections. Sensational temporary exhibitions leased from other institutions ensure that visitors see something new whenever they visit the museum. Educational programs are provided for school classes, museum association members and other interested citizens.

The collections of the Sternberg Museum of Natural History contain more than 3,750,000 scientific specimens, including some of the most amazing fossils ever found (for example, the famous fish–within–a–fish plus several impressive mosasaurs and plesiosaurs). Other scientific holdings include the Elam Bartholomew collection of fungi, the largest collection of fossil grasses at any museum in the world, and the largest collection of mammals emphasizing the Great Plains region. Additional holdings include scientifically valuable collections of birds, reptiles, amphibians, fishes, butterflies and other insects, flowering plants, fossil plants, historical materials and archaeological and ethnological artifacts.

Some of these materials are on exhibit, whereas the remainder are preserved for use in scientific research and educational activities.

For museum hours and other information, call (785) 628-4286.

Musical Productions

Among popular attractions at FHSU are the many musical and dramatic productions, which are usually open to the public. Many are free and most are inexpensive to students, faculty, and the public. There are many musical organizations, some open to the public. The public is treated to frequent performances of University musical and theatrical groups. Community, state, national, and even international contributions have been made by the music and communication departments. Many faculty outside the two departments find opportunities to participate.

UNIVERSITY RELATIONS AND MARKETING

The Office of University Relations and Marketing consolidates public relations marketing and advertising for the University. The office disseminates news releases, provides photographic services, creates various publications and provides graphic design assistance, oversees branding, manages the University website, coordinates social media, and assists with special events.

All news concerning the University -- faculty, students, and staff -- should be released through the News Bureau of University Relations and Marketing. The professional staff will assist in preparing news releases, suggest the use of photography, and disseminate the news release to both print and electronic media as quickly and as widely as possible. There is no charge for this service.

Requests for photography should be made through University Relations and Marketing.

University Relations and Marketing is the home for many campus publications, including the Alumni Association's FHSU Magazine, Tiger Weekly, For Parents Only, the student Viewbook, and the Hispanic Viewbook. Professional staff provide design and proofreading services free of charge.

All University brochures, all uses of the University brand and all University advertising must be approved by University Relations and Marketing.

The convergent student media organization, Tiger Media Network, is not part of University Relations and Marketing.

University Relations and Marketing also provides adjunct services for faculty and organizations. Name tags and welcome packets may be obtained free from University Relations and Marketing. Informational literature for welcome packets is available at no cost. Call the office several days in advance of the program and let the professional staff help prepare packets. File folders for welcome packets must be ordered from the campus warehouse. There will be a charge for the folders.

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