

# **FACULTY AND UNCLASSIFIED STAFF HANDBOOK**

FORT HAYS STATE UNIVERSITY  
HAYS, KANSAS

August 2024

GOVERNOR OF KANSAS

The Honorable Laura Kelly

KANSAS STATE BOARD OF REGENTS

Carl Ice, Chair  
Jon Rolph, Vice Chair  
Blake Benson  
John Dicus  
Alysia Johnston  
Diana Mendoza  
Neelima Parasker  
Wint Winters

FORT HAYS STATE UNIVERSITY PRESIDENT

Tisa Mason

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/>.

|   |          |
|---|----------|
| <b>CHAPTER 1 -- GENERAL POLICIES .....</b>  | <b>1</b> |
| Administrative Offices .....  | 1        |
| Alcohol, Sale, Service, and Consumption of on Campus .....  | 1        |
| Archives of the University .....  | 1        |
| Attorney General Opinions .....   | 1        |
| Campus Directory .....  | 1        |
| Campus Grounds and Facilities, Use of .....   | 2        |
| Child Sexual Abuse Reporting .....  | 2        |
| Communications with the Board .....   | 2        |
| Computing Resources, Acceptable Use of .....  | 2        |
| Crime Reporting .....   | 3        |
| Criminal Background Checks for Students Engaging In Clinicals .....   | 4        |
| Discrimination and Harassment Complaint Procedure .....   | 4        |
| Emotional Support Animal Policy .....   | 5        |
| Employment .....  | 6        |
| Employment of Non-U.S. Citizen Policy .....   | 6        |
| Energy .....  | 6        |
| Equal Employment Opportunity Program .....  | 6        |
| Evacuation of Facilities .....  | 6        |
| Faculty and Unclassified Staff Handbook .....   | 7        |
| Faculty Hearings and Appeals Procedures .....   | 7        |
| General Faculty Hearing and Appeal Procedure .....  | 7        |
| Non-Tenured Appointment Hearings and Appeals Procedures .....   | 11       |
| Gun Policy .....  | 13       |
| Harassment Policy .....   | 13       |
| HIV/AIDS Policy .....   | 13       |
| Honorariums .....   | 14       |
| Identity Theft Prevention Program .....   | 14       |
| Inclement Weather Policy .....  | 15       |
| Intellectual Property Policy .....  | 15       |
| Instances when Ownership of Intellectual Property Resides Primarily with the Creator .....  | 16       |
| Instances of Joint Ownership: Patents and Software .....  | 16       |
| Instances of Joint Ownership: Mediated Instruction .....  | 17       |
| Grievance Procedures .....  | 18       |
| Leave Reporting Process .....   | 18       |
| Long Distance Telephone Calls .....   | 18       |
| Lost and Found .....  | 18       |
| Nepotism .....  | 18       |
| News Releases and Information .....   | 19       |
| Notice of Non-Discrimination, Notice of Accessibility and Equal Employment<br>Opportunity (Formerly Affirmative Action) Program ..... | 19       |
| Official Hospitality .....  | 20       |
| Petitions Regarding Employment-Related Matters of State Employees .....   | 20       |
| Policy Development and Publication, University .....  | 21       |
| Political Activity of Faculty .....   | 22       |
| Posthumous Degrees, Award of .....  | 22       |
| Public Documents, Fees For Access to or Copies of .....   | 23       |
| Public Relations of the University .....  | 23       |
| Regents Policies and Procedures .....   | 24       |

|   |               |
|---|---------------|
| <b>Safety, Workplace and Campus</b> .....                                     | 24            |
| Important Contact Information.....  | 24            |
| Emergency Phone Locations .....   | 25            |
| <b>Sexual Harassment and Violence Policy</b> .....                            | 26            |
| <b>Sexual Harassment (Title IX) Policy</b> .....                              | 26            |
| <b>Skateboards, Skates, and Bicycles, Use of</b> .....                        | 26            |
| <b>Timely Warnings to the University Community</b> .....                      | 27            |
| <b>Tobacco Usage Policy</b> .....   | 27            |
| <b>Tuition Assistance Program for Employees, Spouses and Dependents</b> ..... | 27            |
| <b>University Catalog</b> .....   | 27            |
| <b>User Fee Policy</b> .....  | 28            |
| <b>Website Advertising</b> .....  | 28            |
| <br><b>CHAPTER 2 -- ACADEMIC AFFAIRS</b> .....                                | <br><b>29</b> |
| <b>Academic Honesty</b> .....   | 29            |
| <b>Academic Services</b> .....  | 29            |
| Teaching Innovation and Learning Technologies .....                           | 29            |
| Library Services and Policies for Faculty and Staff.....                      | 29            |
| <b>Advising</b> .....   | 29            |
| Assignment of Advisor and Major for New Undergraduate Students.....           | 29            |
| Changing Undergraduate Major.....   | 29            |
| Requesting an Undergraduate Advisor Change .....                              | 29            |
| <b>Blackboard Automated Course Creation Policy</b> .....                      | 30            |
| <b>Credit Hour Definition, Compliance, and Review Policy</b> .....            | 31            |
| <b>Faculty-Authored Textbooks</b> .....                                       | 32            |
| <b>Faculty Senate Bylaws</b> .....  | 33            |
| Article I--Name .....   | 33            |
| Article II--Object .....  | 33            |
| Article III--Representation .....   | 33            |
| Article IV--Officers .....  | 35            |
| Article V--Meetings.....  | 37            |
| Article VI--Committees .....  | 39            |
| Article VII--Initiative, Referendum and Recall .....                          | 42            |
| Article VIII--Ratification and Amendment .....                                | 42            |
| <b>Faculty Senate Standing Rules</b> .....                                    | 43            |
| <b>Instructional Procedures</b> .....   | 44            |
| Absences of Faculty.....  | 44            |
| Absences of Students .....  | 44            |
| Academic Dishonesty and Disruptive Behavior .....                             | 45            |
| Academic Freedom .....  | 45            |
| Academic Majors, Minors, Special Emphases .....                               | 46            |
| Accidents in the Classroom, Buildings, or on Campus .....                     | 46            |
| Change of Student's Class Program.....  | 46            |
| Change or Adoption of Textbooks.....  | 46            |
| Cheating.....   | 46            |
| Class Absences .....  | 46            |
| Class Hours.....  | 46            |
| Class Record.....   | 46            |
| Class Schedule Policy.....  | 46            |
| College Honors .....  | 47            |

|  |    |
|--|----|
| Compulsory Attendance.....   | 47 |
| Copyright Act and Photocopying.....  | 47 |
| Course Add/Withdrawal .....  | 47 |
| Examinations.....  | 47 |
| Faculty Office Hours.....  | 47 |
| Grades .....   | 48 |
| Graduate Credit.....   | 48 |
| Pass/No Credit Policy .....  | 49 |
| Transfer of Pass/No Credit Grades.....   | 49 |
| <b>Instructional Programs</b> .....  | 50 |
| Degrees/Undergraduate and Graduate.....  | 50 |
| Degrees/Graduate.....  | 50 |
| FHSU Online .....  | 50 |
| Procedures for Approval of New Courses and Programs .....  | 50 |
| Procedures for Approval of New Departments.....  | 51 |
| <b>Operating Paper for the Graduate School</b> .....   | 51 |
| <b>Program Discontinuance of Undergraduate Programs</b> .....  | 51 |
| <b>Study Abroad Policy, Faculty-Led</b> .....  | 54 |
| <b>Transfer Credit Policies and Procedures</b> .....   | 55 |
| 2 + 2 Agreement .....  | 55 |
| Transfer and Articulation Policy .....   | 55 |
| <b>CHAPTER 3 -- FACULTY: EMPLOYMENT, TENURE, PROMOTION, AND MERIT</b> .....  | 56 |
| <b>Annual Merit Recommendations: Procedures</b> .....  | 56 |
| <b>Appointments</b> .....  | 56 |
| Appointments to Serve at the Pleasure of the CEO .....   | 56 |
| Full-time Temporary Faculty .....  | 57 |
| Part-time Temporary Faculty.....   | 57 |
| Special Adjunct Professors .....   | 57 |
| Teaching Schedules.....  | 58 |
| <b>Emeritus Faculty</b> .....  | 58 |
| <b>Endowed and Named Faculty Appointments, Institutional Policy Guidelines for the</b><br><b>Establishment of</b> .....  | 58 |
| <b>Faculty Approval Policy and Process</b> .....   | 59 |
| <b>Language Competency</b> .....   | 59 |
| <b>Pay Period for Nine-Month Faculty</b> .....   | 59 |
| <b>Policy, Criteria, And Procedures for Determining Annual Merit, Promotion, and Tenure</b><br><b>Recommendations</b> (Members of the collective bargaining unit represented by Fort Hays State University<br>chapter of the American Association of University Professors should consult the current Memorandum of<br>Agreement for terms and conditions applicable to them.) ..... | 60 |
| Part I: Statement of Policy.....   | 60 |
| Part II: Duties and Criteria.....  | 60 |
| Part III: Annual Merit .....   | 62 |
| Part IV: Promotion.....  | 63 |
| Part V: Tenure.....  | 70 |
| Part VI: Schedules .....   | 78 |
| <b>Post-Tenure Review</b> .....  | 79 |
| <b>Program Specialist</b> .....  | 79 |
| <b>Recruitment for Vacant Positions</b> .....  | 84 |
| Search Committee Checklist for Unclassified Vacancies.....   | 84 |

|   |           |
|---|-----------|
| <b>Regents Distinguished Professorships .....</b>   | <b>85</b> |
| <b>Salaries, Overload/Replacement/Part-Time Adjunct/Professional Unclassified Staff....</b> | <b>86</b> |
| <b>Salaries, Seasonal .....</b>   | <b>87</b> |
| <b>Salaries, Supplemental Appointments.....</b>   | <b>87</b> |
| <b>Summer Session Purpose, Expectations, Policies, and Procedures .....</b>                 | <b>89</b> |
| <b>Travel and Subsistence Allowance for Candidates Interviewed .....</b>                    | <b>89</b> |
| <b>Unclassified Contract Policy.....</b>  | <b>90</b> |
| <b>Unclassified Professional Staff .....</b>  | <b>91</b> |
| Initial Employment.....   | 91        |
| Titles.....   | 91        |
| Professional Development .....  | 92        |
| Benefits .....  | 92        |
| Promotion.....  | 92        |
| Reappointment.....  | 93        |
| Notice of Non-reappointment .....   | 93        |
| Resignations .....  | 93        |
| Leaves of Absence.....  | 93        |
| Disciplinary Actions .....  | 94        |
| Conflict Resolution and Grievance Procedures .....  | 95        |
| <b>Unclassified Professional Staff Furloughs and Pay Reductions .....</b>                   | <b>97</b> |
| <b>Visiting Faculty .....</b>   | <b>97</b> |

#### **CHAPTER 4 -- FACULTY: BENEFITS, RESPONSIBILITIES, AND SPECIFIC REQUIREMENTS.....98**

|   |            |
|---|------------|
| <b>Academic Records Policy for Unclassified Personnel.....</b>  | <b>98</b>  |
| <b>Animals in Research and Education, Care and Use of.....</b>  | <b>98</b>  |
| <b>Chronic Low Performance Policy.....</b>  | <b>98</b>  |
| <b>Code of Ethics.....</b>  | <b>99</b>  |
| <b>Commencement.....</b>  | <b>99</b>  |
| <b>Commitment of Time, Conflict Of Interest, Consulting and Other Employment Policies of the Board of Regents .....</b> | <b>99</b>  |
| <b>Community Activities .....</b>   | <b>102</b> |
| <b>Conflict of Interest and Conflict of Time Reporting Procedures .....</b>   | <b>102</b> |
| <b>Consensual Romantic Relationships Involving Students.....</b>  | <b>102</b> |
| <b>Drug and Alcohol Policy.....</b>   | <b>103</b> |
| <b>Export Control, Restricted Party Screening, and Visitor Access to Restricted Material Policy.....</b>                | <b>103</b> |
| <b>Extramural Funding .....</b>   | <b>103</b> |
| <b>Faculty Office Space, Provision and Use of.....</b>  | <b>104</b> |
| <b>FHSU Faculty Seeking Terminal Degrees, University Support of: .....</b>  | <b>104</b> |
| <b>General Faculty Meetings.....</b>  | <b>107</b> |
| <b>Gifts and Hospitality for Unclassified State Employees .....</b>   | <b>107</b> |
| Complimentary Copies.....   | 107        |
| <b>Holiday Observations .....</b>   | <b>108</b> |
| <b>Human Subjects Research.....</b>   | <b>108</b> |
| <b>Identification Cards .....</b>   | <b>109</b> |
| <b>Individual Financial Conflict of Interest.....</b>   | <b>109</b> |
| <b>Legal Defense of State Employees.....</b>  | <b>109</b> |
| <b>Misconduct In Research Policy .....</b>  | <b>110</b> |
| <b>Oath of Office (K.S.A. 75-4308) .....</b>  | <b>110</b> |

|   |                |
|---|----------------|
| <b>Participant Support</b> .....  | 110            |
| <b>Payroll Checks</b> .....   | 111            |
| <b>Personnel Files</b> .....  | 111            |
| <b>Personnel File Copies</b> .....  | 111            |
| <b>Political Activity by State Employees</b> .....  | 111            |
| <b>Professional Dues</b> .....  | 112            |
| <b>Proposal Preparation and Submission Guidelines for Sponsored Projects</b> .....            | 1133           |
| <b>Research Incentives</b> .....  | 113            |
| <b>Resident Fees</b> .....  | 113            |
| <b>Substance Abuse Policy</b> .....   | 1144           |
| <b>Terminal Degree Requirements</b> .....   | 1166           |
| College of Arts, Humanities and Social Sciences .....   | 116            |
| Robbins College of Business and Entrepreneurship.....   | 117            |
| College of Education .....  | 117            |
| College of Health and Behavioral Sciences .....   | 117            |
| Werth College of Science, Technology and Mathematics.....                                     | 118            |
| Forsyth Library .....   | 118            |
| <b>Tiger Card Policy</b> .....  | 118            |
| <b>Whistleblower Policy</b> .....   | 119            |
| <br><b>CHAPTER 5 -- FACULTY: LEAVES, INSURANCE, AND RETIREMENT BENEFITS</b> .....             | <br><b>120</b> |
| <b>Leaves</b> .....   | 120            |
| Annual Leave .....  | 120            |
| Bereavement Leave .....   | 120            |
| Family Medical Leave .....  | 121            |
| Fulbright Grant Leave with Pay Policy .....   | 122            |
| Leaves With Pay .....   | 122            |
| Leaves Without Pay .....  | 122            |
| Military Service.....   | 122            |
| Parental Leave .....  | 1223           |
| Sabbatical Leave.....   | 125            |
| Sick Leave.....   | 126            |
| <b>Reassigned Time</b> .....  | 127            |
| <b>Resignations</b> .....   | 130            |
| Ethical Considerations .....  | 130            |
| Notification .....  | 130            |
| Determination of Benefits.....  | 130            |
| Return of Equipment/Closure of Accounts and Projects .....                                    | 131            |
| Exit Interviews .....   | 131            |
| <b>Retirement</b> .....   | 131            |
| Basic Retirement Program .....  | 131            |
| Phased Retirement .....   | 132            |
| Limited Retirement Health Care Bridge .....   | 134            |
| <br><b>CHAPTER 6 -- BUSINESS AFFAIRS: GENERAL REGULATIONS, SERVICES, AND PROCEDURES</b> ..... | <br><b>135</b> |
| <b>Accidents and Medical Incidents</b> .....  | 135            |
| <b>Budgets</b> .....  | 135            |
| <b>Building Access Policy and Procedures</b> .....  | 135            |
| <b>Building Supervisors</b> .....   | 135            |

|   |     |
|---|-----|
| <b>Buildings and Facilities</b> .....   | 136 |
| <b>Business Office</b> .....  | 136 |
| <b>Campus-Wide Crowdfunding/Crowdsourcing Policy</b> .....                    | 136 |
| <b>Capital Assets Inventory</b> .....   | 136 |
| <b>Cell Phone Policy</b> .....  | 137 |
| <b>Chairs and Equipment</b> .....   | 137 |
| <b>Contracts and Contractual Authority</b> .....                              | 137 |
| <b>Credit Card Security Policy</b> .....                                      | 138 |
| <b>Data Classification Policy</b> .....                                       | 139 |
| <b>Deposit of Cash Receipts</b> .....   | 139 |
| <b>Educational Travel</b> .....   | 140 |
| <b>E-Mail Policy</b> .....  | 140 |
| <b>Endpoint Protection and Configuration Policy</b> .....                     | 141 |
| <b>Facilities Planning</b> .....  | 141 |
| <b>Fire</b> .....   | 142 |
| <b>Fringe Benefits</b> .....  | 142 |
| Athletic Activity Tickets .....   | 142 |
| Group Health Insurance Coverage .....   | 142 |
| Life/Disability Insurance .....   | 142 |
| Social Security .....   | 144 |
| Worker's Compensation .....   | 144 |
| <b>Gasoline Credit Cards</b> .....  | 144 |
| <b>Gifts, Prizes, Awards and Promotional Items Purchased</b> .....            | 144 |
| <b>Information Security Policy</b> .....                                      | 144 |
| <b>International Travel and Activities Policy</b> .....                       | 145 |
| <b>Liability Insurance</b> .....  | 146 |
| State-owned Vehicles .....  | 146 |
| <b>Mail and Faculty Mail Boxes</b> .....                                      | 146 |
| <b>Mail and Shipments, Outgoing</b> .....                                     | 146 |
| <b>NACUBO Code of Ethics</b> .....  | 146 |
| <b>Offices and Assigned Space, Personalization and Modifications of</b> ..... | 147 |
| <b>Official Travel</b> .....  | 148 |
| In-State Travel Requirements .....  | 148 |
| Out-of-State Travel Requirements .....  | 148 |
| <b>Off-Campus Requests for Use of Facilities</b> .....                        | 148 |
| <b>Parking and Traffic Rules and Regulations</b> .....                        | 148 |
| <b>Physical Plant</b> .....   | 149 |
| Building Maintenance and Repair .....   | 149 |
| Environmental/Safety .....  | 149 |
| General Services .....  | 149 |
| <b>Physical Security of Data Center and University Data</b> .....             | 149 |
| <b>Printing Services</b> .....  | 150 |
| <b>Purchasing Procedures</b> .....  | 150 |
| <b>Security Awareness and Training Policy</b> .....                           | 150 |
| <b>State Vehicle, Operation of</b> .....                                      | 151 |
| <b>Supplies</b> .....   | 151 |
| <b>University Police Department</b> .....                                     | 151 |
| <b>Use of Facilities After Closing Hours</b> .....                            | 151 |
| <b>Visitor Parking</b> .....  | 151 |

|  |            |
|--|------------|
| <b>CHAPTER 7 -- STUDENT AFFAIRS.....</b>                                   | <b>152</b> |
| Academic Probation and Suspension.....                                     | 152        |
| Admission.....   | 152        |
| Advisors of Student Organizations .....                                    | 152        |
| Change to Official Enrollment (Add/Withdrawal) .....                       | 152        |
| Withdrawal for Active Military Duty Policy Statement.....                  | 153        |
| Cheating.....  | 153        |
| Code Of Conduct.....   | 153        |
| Regents Regulations Governing Conduct.....                                 | 153        |
| Student Code of Conduct.....   | 153        |
| Departmental Review.....   | 154        |
| Discrimination Grievance Procedure for Students.....                       | 154        |
| Dissent and Protest .....  | 154        |
| Evaluations of Faculty .....   | 154        |
| Grade Appeals Policy and Procedures, Undergraduate Student .....           | 155        |
| Graduate Assistantships.....   | 159        |
| Graduate School Appeals Policy .....                                       | 159        |
| Hazing Policy.....   | 160        |
| Missing Students Policy.....   | 160        |
| Nontraditional Student Services and Policy Document .....                  | 160        |
| Admission and Academic Policy .....  | 160        |
| Academic Regulations .....   | 160        |
| Enrollment/Registration.....   | 161        |
| Nontraditional Student Support Services .....                              | 161        |
| Personal Counseling .....  | 161        |
| Participation in Assessment Activities .....                               | 161        |
| Privacy of Student Financial Information Policy.....                       | 162        |
| Privacy Rights – Student Records FERPA Policy.....                         | 162        |
| Reports of Absence for Participation in Campus Activities .....            | 162        |
| Resident Tuition.....  | 162        |
| Scheduling Student Social Events .....                                     | 163        |
| Scholarships and Financial Aid.....  | 163        |
| Student Government Association .....                                       | 163        |
| Student Grievances and Complaints, Policy and Procedures Relating to ..... | 163        |
| Student Organizations and Activities .....                                 | 163        |
| Student Probation.....   | 164        |
| Student Services .....   | 164        |
| Student Tuition and Fees .....   | 165        |
| Student's Registration Canceled for Non-Payment of Fees .....              | 165        |
| <b>CHAPTER 8 -- PUBLIC AFFAIRS .....</b>                                   | <b>166</b> |
| Alumni Association.....  | 166        |
| Campus Posting Policy .....  | 167        |
| Digital Signage Policy.....  | 167        |
| FHSU Foundation.....   | 168        |
| Reception of Visitors .....  | 168        |
| Scheduling of Events in University Facilities.....                         | 168        |
| Solicitation on Campus .....   | 168        |



# 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, SALE, SERVICE, AND CONSUMPTION OF ON CAMPUS

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

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/administrative/>.

Adopted by Cabinet (04-05-90) Implemented (02-09-91) Revised (10-26-01)  
Revision adopted by President's Cabinet (11-09-05, 05-07-14, 07-26-23)  
Revision approved by Executive Leadership Team (09-02-16)

## ARCHIVES OF THE UNIVERSITY

Forsyth Library houses university archives, which is responsible for collecting and maintaining many of the permanent records of the university and documenting university history. Before destroying official university records, please contact the University Archivist in Forsyth Library at 785-628-5282 for review. The state of Kansas maintains a required records retention schedule that outlines when records can be destroyed and the manner of destruction. Forsyth Library also maintains some public records such as minutes of various meeting groups, masters theses, yearbooks, and historical information about buildings in the FHSU Scholars Repository  
<http://scholars.fhsu.edu/>.

## ATTORNEY GENERAL OPINIONS

Any state university or state university official wishing to seek an opinion from the Attorney General or Kansas Governmental Ethics Commission shall 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, 07-12-19).

## CAMPUS DIRECTORY

The University publishes an online campus directory on the Fort Hays State University website, [www.fhsu.edu](http://www.fhsu.edu).

## **CAMPUS GROUNDS AND FACILITIES, USE OF**

**Purpose:** To provide guidelines for the use of University facilities and grounds by faculty, staff and students of Fort Hays State University as well as by members of the public.

### **Policy Contents:**

- Use of Campus Facilities for Political Office Holders, Candidates and Events
- Buildings and Facilities
- Access to Buildings during Evenings and Weekends by Faculty, Staff, and Students
- Use of Educational Buildings for FHSU Classes
- General use of Buildings not Principally Designed for Educational Use
- Use of other University Property
- Solicitation on Campus
- Campus Bans and Trespassing
- Freedom of Expression Acknowledgment
- KBOR Policy Review
- Procedures for Obtaining Permission to Use Certain Campus Facilities

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (11-09-05).

Revision approved by President's Cabinet (09-07-11, 03-23-22).

## **CHILD SEXUAL ABUSE REPORTING**

**Purpose:** To require all University employees to report child sexual abuse in accordance with the policy.

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Approved by President's Cabinet (02-08-12).

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

Revision approved by President's Cabinet (07-24-19).

## **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 of the respective institution. However, any group may petition the Board in writing through the President and CEO of the Board.

All official 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, 07-12-19).

## **COMPUTING RESOURCES, ACCEPTABLE USE OF**

**Purpose:** This policy outlines the expectations for the use of computing and electronic information resources at Fort Hays State University (FHSU).

**Policy Contents:**

- General Use and Ownership
- Appropriate Use
- Examples of Prohibited Use
- Internal and Restricted-Use Information
- Reporting Violations
- Consequences of Misuse
- Academic Freedom
- Freedom of Expression

To view full policy, definitions, and related documents, see University Policies page <http://www.fhsu.edu/policies/info-access/>.

Original policy adopted by President's Cabinet (06-02-99).

Revision adopted by Executive Leadership Team (03-31-17).

Revised policy adopted by President's Cabinet (04-05-06, 03-05-08, 03-23-22).

**CRIME REPORTING**

**Purpose:** Reporting incidents affecting personal safety and property, and property of the State of Kansas

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

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

Revision adopted by Executive Leadership Team (08/02/16).

**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/humanresourceoffice/background-check/](http://www.fhsu.edu/humanresourceoffice/background-check/)*

**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.

**Policy Contents:**

- Applicability
- Scope
- Timing
- Steps for Initiating
- Authorization

Criteria for Evaluation  
Notification of Results  
Record Keeping  
Compliance with the Fair Credit Reporting Act

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Effective September 1, 2008.

## **CRIMINAL BACKGROUND CHECKS FOR STUDENTS ENGAGING IN CLINICALS**

**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.

### **Policy Contents:**

Timing and Scope  
Vendor  
Criteria for Evaluation  
Appeal Procedure

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (10-12-05).

Amendment approved by President's Cabinet (03-07-07, 03-02-11).

## **DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE**

**Purpose:** To establish the procedure for investigation complaints of discrimination, harassment, and Title IX violations.

### **Policy Contents:**

Protection of Individuals  
Eligibility  
Confidentiality

Submitting a Complaint  
Investigation  
Results of Investigation

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

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

## **EMOTIONAL SUPPORT ANIMAL POLICY**

### **Purpose**

Fort Hays State University (FHSU or "University") recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Emotional Support Animals" under the Fair Housing Act that provide emotional support that alleviates one or more identified symptoms or effects of an individual's disability. FHSU is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full participation and equal access to the University's programs and activities. FHSU is also committed to allowing Emotional Support Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. This Policy explains the specific requirements applicable to an individual's use of an Emotional Support Animal in University housing. FHSU reserves the right to amend this Policy as circumstances require. This policy applies solely to "Emotional Support Animals" which may be applicable to University housing. It does not apply to "Service Animals" as defined by the ADAAA. Service animals are specialized/trained animals and meet a separate definition of purpose. For further information please contact Student Accessibility Services.

Although it is the policy of FHSU that individuals are generally prohibited from having animals of any type in University housing, FHSU will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Emotional Support Animal that is necessary because of a disability. However, no Emotional Support Animal may be kept in University housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

### **Policy Contents:**

Procedures  
Criteria  
Access to University Facilities  
Individual's Responsibilities  
Removal  
Non-retaliation Provision

To view full policy and definitions, see University Policies page <http://www.fhsu.edu/policies/student-affairs/>.

Adopted by President's Cabinet (02-28-18).

## **EMPLOYMENT**

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

### **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.

#### **Policy Contents:**

- General Policy and Procedures
- Permanent Residency Petitions

To view full policy, see University Policies page <http://www.fhsu.edu/policies/human-resources/>.

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**

**Purpose:** Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))

#### **Policy Contents:**

- Buildings
- Campus
- Shelter-in-place (Staying where you are)
- Emergency Evacuation for individuals with disabilities

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

Adopted by Executive Leadership Team (01-29-16).  
Revision adopted by Executive Leadership Team (08/29/19).

### **EXTERNAL GRIEVANCE PROCEDURE**

See Chapter 4, Whistleblower Policy

### **FACULTY AND UNCLASSIFIED STAFF HANDBOOK**

The Faculty and Unclassified Staff Handbook on the University's online system is the official version of the Handbook. An annual print version is available upon request from the Provost's Office.

Policies and policy revisions include approval dates. The online Handbook is updated throughout the year as changes arise. The print version is updated annually.

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.

### **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).<sup>1</sup>

---

<sup>1</sup> See Chapter III for Procedures for Hearings and Appeals specifically related to tenure and promotion.

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.<sup>2</sup> 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.<sup>2</sup> 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.<sup>2</sup> The dean within ten (10) working days will notify the grievant in writing of his or her 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.

---

<sup>2</sup> 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.



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<sup>2</sup> 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<sup>2</sup> does not concur in the committee's decision and the grievant does not acquiesce in the decision of the dean,<sup>2</sup> 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.

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.

---

<sup>2</sup> 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.

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<sup>2</sup> 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.<sup>2</sup>

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

### **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.

---

<sup>2</sup> 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.

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).<sup>1</sup>

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).

---

<sup>1</sup> See Chapter III for Procedures for Hearings and Appeals specifically related to tenure and promotion.

## **GUN POLICY**

**Purpose:** The purpose of this section is to describe how concealed handguns may be carried and stored on the campus of Fort Hays State University in as safe a manner as possible pursuant to Kansas law [The Private and Family Protection Act, K.S.A. 75-7c01 et seq.]

### **Policy Contents:**

- Geographic Applicability
- Campus Gun Free Locations with Adequate Security Measures
- Prohibitions
- Restrictions to the Carrying of a Concealed Firearm Pursuant to Kansas Law
- Carrying Safety
- Handgun Storage
- Approved (per policy definition) Storage Device
- Reporting, Investigation, and Determinations
- Sanctions
- Knowingly Making a False Report
- Training

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/administrative/>.

Approved by KBOR in January 2017.

## **HARASSMENT POLICY**

**Purpose:** Fort Hays State University is committed to an environment in which students, faculty, administrators, and academic staff (both classified and unclassified) can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation.

### **Policy Contents:**

- Harassment:
- Sexual Harassment:
- Procedures

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/human-resources/>.

Approved by President's Cabinet (09-07-11).  
Revision adopted by Executive Leadership Team (09-02-16).  
Revision approved by President's Cabinet (07-24-19).

## **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:** The purpose of this statement is to set forth Fort Hays State University policy with regard to the detection, prevention, and mitigation of identity theft in connection with various accounts maintained by the University. The Federal Trade Commission's "Red Flags Rule" implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This policy is intended to implement an Identity Theft Prevention Program for the University that:

- Identifies relevant warnings ("Red Flags") for certain identified covered accounts it offers or maintains; • Detects those Red Flags that have been identified;
- Responds appropriately to any Red Flags that are detected to seek to prevent and mitigate identify theft;
- Ensures that the Identity Theft Prevention Program is reviewed periodically and updated as appropriate to reflect changes in risks to students and with regard to the safety and soundness of credits from identity theft; and
- Encourages University employees to report suspected cases of identity theft involving a covered account or student to the Vice President of Administration and Finance or to the University General Counsel's office.

**Policy Contents:**

- Identification of Relevant Red Flags
- Examples of Red Flags
- Detecting Red Flags
- Responding to Red Flags

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (06/17/09).  
Revision adopted by President's Cabinet (11/28/18)

**INCLEMENT WEATHER POLICY**

**Purpose:** Address campus closure when severe weather threatens to disrupt classes or office schedules.

To view full policy, definitions, and related documents, see University Policies page  
<http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (02-27-19).  
Revision adopted by President's Cabinet (01/21/2020).

**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 FHSU Online at FHSU. The University has some control and ownership rights over FHSU Online courses and these rights are shared with faculty who produce FHSU Online courses. The University's rights to FHSU Online 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 an FHSU Online course without specific contractual obligation to do so (faculty initiated) and using only normal resources, the resulting mediated courseware involved in teaching the FHSU Online course is the property of the faculty member.
2. The department maintains control of the curricula and course offerings of its approved programs, including FHSU Online courses.
3. The faculty member(s) who created an FHSU Online 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 FHSU Online courses the University will need to obtain the written permission of the creator.
4. FHSU Online 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 FHSU Online course materials outside of the University shall be 50% of the gross profits.
5. No FHSU Online 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 FHSU Online course for the University if willing and able, or may without prejudice offer the FHSU Online course for another University, except that the creator(s) will not offer this FHSU Online 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.

### **LEAVE REPORTING PROCESS**

The University uses Workday for time and leave reporting. Employees are responsible for submitting their own time entry and leave requests, which are then approved by their manager.

Employee leave balances can be viewed by the employee in Workday.

For Workday Time Tracking and Time Off Resources, go the FHSU Workday Website at <http://www.fhsu.edu/workday/Time-Tracking-and-Time-Off/>.

### **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 each academic building and 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.

### **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 Communications. 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 Communications, preferably the news director.

Along with University Communications, the University has an integrated, student-staffed news organization, The Tiger Media Network. TMN is not part of University Communications. 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 Communications.

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**

**Purpose:** 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.

#### **Policy Contents:**

- Notice of Non-discrimination
- Notice of Accessibility
- Equal Opportunity Employment (formerly Affirmative Action) Program
- Objectives of the Program
- Administration of the Program
- EEO Officer's responsibilities
- Recruitment and Selection Processes
- Salaries
- Fringe Benefits
- Special Regulations
- Contractors

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/administrative/>.

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**

**Purpose:** This Policy is required for the effective communication of University Policies and for the ease of use and identification of approved University Policies. University Policies must be kept current, and made available to all relevant operating units in a timely manner.

**Policy Contents:**

- General University Policy Standards
- Policy Review
- Standard Policy Template
- Interim Policies
- Issuing a Policy
- Origination Date
- Policy Applicability/Who Needs to Know the Policy
- Review Period/Policy Amendments

To view full policy, form and definitions, see 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).  
Revision adopted by President's Cabinet (03-28-18, 10-24-18).

**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.

To view full policy and related documents, see University Policies page  
<http://www.fhsu.edu/policies/human-resources/>.

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).

**POSTHUMOUS DEGREES, AWARD OF**

**Purpose:** 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.

**Policy Contents:**

- Eligibility
- Procedure
- Extraordinary Circumstances

To view full policy, see University Policies page <http://www.fhsu.edu/policies/student-affairs/>.

Adopted by President's Cabinet (06-13-07).  
Approved by Executive Leadership Team (09/02/16).

## **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](http://www.kansasregents.org).

## SAFETY, WORKPLACE AND CAMPUS

### Policy Statement

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.

### Policy Contents:

- Reporting Violations of this Policy
- Protective Orders
- Retaliation and False Reports
- Consequences for Violation of Policy
- Multidisciplinary Threat Assessment Team
- Promulgation and Training

To view full policy and procedures, see University Policies page  
<http://www.fhsu.edu/policies/administrative/>.

## 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 | Emergency #     | 911      |
| Custer Hall 112              | Non-emergency # | 628-5304 |
| Hays Police Department       | Emergency #     | 911      |
| 1204 Fort                    | Non-emergency # | 625-1011 |



|   |                                |                 |
|---|--------------------------------|-----------------|
| Hays Fire Department<br>1507 Main             | Emergency #<br>Non-emergency # | 911<br>628-7330 |
| Student Affairs<br>Sheridan Hall 208          |                                | 628-4277        |
| Equal Employment Officer<br>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://admin.ks.gov/media/cms/74e2d766-426d-45cb-a729-7032cd56621e.pdf>

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 8 kiosks are located in the following locations:

1. West of Memorial Union
2. West of Picken Hall in the middle of the quad
3. East of Picken Hall
4. Southwest corner of McCartney Hall
5. East of Heather Hall
6. Southeast corner of Tomanek Hall
7. Stadium Place apartments
8. East Corner of Lot A-3

Adopted by President's Cabinet 5/6/09.

## **SEXUAL HARASSMENT AND VIOLENCE POLICY**

**Purpose:** To define what conduct constitutes sexual harassment, sexual violence and other prohibited conduct.

**Policy Contents:**

- Sexual Harassment
- Title IX
- Complaints

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/human-resources/>.

Approved by Executive Leadership Team (09/02/16).  
Revision approved by President's Cabinet (07-24-19)

## **SEXUAL HARASSMENT (TITLE IX) POLICY**

**Purpose:** To define what conduct constitutes Sexual Harassment and Sexual Violence and outline the procedures for handling sexual harassment at Fort Hays State University.

To view full policy and definitions, see University Policies page  
<http://www.fhsu.edu/policies/human-resources/>.

Approved by President's Cabinet (08/03/22).

## **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**

**Purpose:** 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.

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (05-06-09).

Adopted by Executive Leadership Team (04-08-16).

Revision approved by President's Cabinet (07-24-19).

## **TOBACCO USAGE POLICY**

**Purpose:** To Establish the University's policy on tobacco usage.

To view full policy and definitions, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (03-05-08).

Revisions adopted by President's Cabinet (09-01-10, 01-04-12, 05-06-15)

President's Cabinet review, no changes (07-24-19).

## **TUITION ASSISTANCE PROGRAM FOR EMPLOYEES, SPOUSES AND DEPENDENTS**

**Purpose:** Fort Hays State University provides tuition assistance for employees, their spouses and dependents. The Tuition Assistance Program is available to benefits eligible employees of FHSU, and through a waiver program, the FHSU Foundation. Qualifying employees, spouses, and dependents may receive assistance year round for both on-campus and online courses.

### **Policy Contents:**

- Program Definition and Eligibility

- Application Procedure

- Application Deadlines

To view full policy and related documents, see University Policies page <http://www.fhsu.edu/policies/human-resources/>, Additional information and application to participate are located on the HR web site at <http://www.fhsu.edu/humanresourceoffice/Other-Benefits/> or.

Updated (10-31-06, 05-13, 09-07-15, 12-18-17, 10-24-18, 07-26-23)

## **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 source of information about academic matters. It is available on-line at <https://catalog.fhsu.edu/>.

## **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 FHSU Online 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**

Purpose: 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.

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>

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

Revision approved by President's Cabinet (03-23-22).

## **CHAPTER 2 -- ACADEMIC AFFAIRS**

### **ACADEMIC HONESTY**

To view policy and flowchart, see the Student Handbook <https://www.fhsu.edu/student-handbook/> or Judicial Affairs Academic Misconduct <https://www.fhsu.edu/judicial/academic-misconduct/index>.

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

### **ACADEMIC SERVICES**

#### **Teaching Innovation and Learning Technologies**

TILT Mission: "While serving a lead role in advancing institutional goals and learning, Teaching Innovation and Learning Technologies (TILT) collaborates with offices across campus to create and sustain an environment of empowering professional development, skilled confidential consulting, expert instructional design, and specialized educational technology for faculty and staff." Our primary objective is to support student success. If you are interested in teaching online, transforming your course into online asynchronous model, creating a hybrid course, or using technology to supplement your face-to-face or online course, please contact Teaching Innovation and Learning Technologies (TILT).

<https://www.fhsu.edu/learningtechnologies/>

#### **Library Services and Policies for Faculty and Staff**

Forsyth Library supports the research and teaching needs of faculty, staff and students and provides essential instruction in information literacy across disciplines. The most current information about library services and policies is found on the library web site <http://fhsu.edu/library/>.

A specific services page for faculty is available at: <https://www.fhsu.edu/library/for/facultystaff>

### **ADVISING**

#### **Assignment of Advisor and Major for New Undergraduate Students**

New undergraduate students who are admitted to the university are assigned an advisor and major based on their academic interest expressed on the student's application for admission. Entering students who plan to pursue a degree but are unsure of their academic interest will be assigned to an exploratory advisor and major.

#### **Changing Undergraduate Major**

Continuing students who desire a major change should meet with the department/program chair of the intended major. The chair will submit the major change through Workday. Students changing to exploratory will visit with the assistant director of the Academic Advising and Career Exploration

Center. Students seeking a the general studies degree (AGS or BGS) should meet with the Assistant Dean of the College of Arts, Humanities, and Social Sciences. When the major change is complete, the academic advisor will be assigned and be available in the myFHSU section of Workday for the student.

### **Requesting an Undergraduate Advisor Change**

Students seeking an advisor change without a major change should contact the dean of their program of study.

All advisors have access to their assigned advisees through the university portal system.

### **Grade Reports**

See Chapter 2, Instructional Procedures

### **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 Teaching Innovation and Learning Technologies (TILT).

### **Process:**

- After a course has been approved and loaded into the FHSU 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 the FHSU system, 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 the FHSU system. Every time a student is registered 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 the FHSU system, TILT will archive the official course shells.
- The official course shell will remain on the Blackboard system for two years. After two years, TILT will archive the course shells outside of the Blackboard system and Technology Services will remove the course shell from Blackboard. TILT 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 registration 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/Blackboard/> or contact TILT 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).

## **CREDIT HOUR DEFINITION, COMPLIANCE, AND REVIEW POLICY**

**Purpose:** The purpose of this policy is to align FHSU procedures to new Federal regulations mandating the definition of student credit hour and review of coursework relative to our definition.

To view full policy statement, background, review process, and related documents, see University Policies page [www.fhsu.edu/policies/academic](http://www.fhsu.edu/policies/academic).

Adopted by Executive Leadership Team (07-15-16).

## **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 shared 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 Fort Hays State University.
- Section 3      It cooperates with the Student Senate in promoting conditions for effective learning and fair treatment of the students; the Faculty Senate may review actions of the Student Senate at the request of the President of the University or any member of the Faculty Senate.
- Section 4      It cooperates with the FHSU Alumni Association and Staff Senate to achieve common goals and objectives.
- Section 5      It cooperates with the surrounding geographic community, the community of interest, groups, and stakeholders to promote the collective interests of Fort Hays State University.

### **Article III--Representation**

- Section 1      To determine representation on the Faculty Senate, Faculty shall be defined according to the Memorandum of Agreement, including all other ranks listed in the MOA. The appropriate unit for the Faculty of Fort Hays State University (with reference to the Unit Determination Order in case #75-UDC-1-1999, dated April 12, 1999, as amended on January 21, 2009) shall consist of the following classifications:

INCLUDE: All full-time Fort Hays State University faculty members who hold academic rank as Instructor, Lecturer, Assistant Professor, Associate Professor or Professor. Also included are employees who hold the rank as Program Specialist, Librarian or Research Scientist.

EXCLUDE: All employees who have appointments as President, Provost, Vice Provost, Vice President, Associate Vice President, Assistant Vice President, Dean, Associate Dean, Assistant Dean, Department Chair, Curator, Academic Director, Dean of the Library, Assistant Dean of the Library, and Head Reference Librarian and other employees with assigned unit supervisory duties. Also exclude Visiting Faculty, persons who are confidential employees, and members of the classified service of the State of Kansas.

Section 2 All members of the Faculty shall have the right to vote for representatives to the Faculty Senate in their respective departments/units. Each department/unit head ensures a diverse representation of faculty from various programs/disciplines/units.

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/units (rounded up) who are qualified as teaching faculty or a fraction thereof for part-time faculty (as defined by MOA). The department chair shall communicate the identified number and the calculation to the Senate president.
- b. To serve as an elected representative of a department/unit on the Faculty Senate, only full-time faculty not in the Department/unit Chair position will be eligible.
- c. Method of election.

Each department/unit shall determine its own methods for electing representatives. This process is recommended to follow a parliamentary procedure that includes all faculty members in their respective departments/units.

- (1) Faculty representatives shall be elected and communicated to the faculty senate president and vice-president before March 31 for the term of office to begin the following academic year.
- (2) If a department/unit becomes entitled to an additional representative after the April election, it shall elect its additional representative before June 1.
- (3) Faculty members not attached to a department/unit and those holding joint appointments may choose the department/unit in which they wish to vote, provided that no faculty member may vote in more than one department/unit.

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/unit shall be adjusted so that the term of no more than one Senator from any given department/unit will expire at the end of any academic year. It is recommended but not mandated that departments/units set a maximum limit of two consecutive terms of service on the Senate.
- b. The terms of senators shall begin and end with the academic 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. (See section 3, c.)

- (2) In the event a Senator goes on leave of absence, 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/unit may provide an official alternate either by authorizing the departmental/unit 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 a new item on the agenda of the Senate or may present a proposal for referral to a committee under the new business agenda.

#### **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 academic year following their election.
- b. It is recommended that the president and vice president come from different fields or areas of expertise to ensure a diverse representation.
- c. In the absence of the Faculty Senate's President, the faculty senate's vice president of the faculty senate shall preside.
- d. The method of election shall be by nominations from the floor and written ballots to be counted at the meeting.
- e. The term of office for the President of the Faculty Senate and secretary shall be one year.
- f. The Vice President of the Faculty Senate shall be the President-Elect of the Faculty Senate and will succeed to the presidency on June 1.

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) prepare and circulate the agenda of each regular meeting to the Senators no later than one week prior to the meeting.
  - (3) prepare an annual report, which shall be presented at the Spring Convocation.
  - (4) create any administrative arrangements and agencies necessary to conduct Senate business and activities (e.g., select ad hoc committees, liaisons, special appointments).
  - (5) attend meetings as an ex-officio member as designated by the University President or Provost. Such committees may include, but are not limited to, Inauguration Committee, Council for Institutional Effectiveness, President's Roundtable, President's Cabinet, Budget Committee, Workday, Strategic Planning, and FHSU Foundation Campus Campaign.
  - (6) attend and represent the FHSU faculty at Board of Regents meetings and Council of Faculty Senate Presidents meetings.
- b. The Vice President of the Faculty Senate shall:
- (1) perform the functions of the President of the Faculty Senate in the event the president is unable to do so.
  - (2) receive and deposit in the University Archives the minutes of the meetings of both Faculty Senate and its standing committees. (per FHSU FS Standing Rule #7)
  - (3) organize and preside over the executive committee meetings in the absence of the president and/or as advised by the president.
  - (4) receive mentoring and shadow the president.
- c. The Secretary of the Faculty Senate shall
- (1) keep the minutes.
  - (2) remind, prepare, and circulate the minutes to the faculty no later than one week before the next regularly scheduled Senate meeting and preserve it for future reference in a designated place.
  - (3) engage in correspondence and communication of information as needed.
  - (4) perform the functions of the President or Vice President of the Faculty Senate in the event the President and Vice President of the Faculty senate is unable to do so.

#### Section 4 Committee on Committees.

The Executive Committee shall appoint the members of the standing committees, except the Executive Committee, for the following academic year.

Section 5 Filling a Vacancy.

- a. Vacancies in the offices of Vice President of the Faculty Senate and Secretary of the Faculty Senate 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 of the Faculty Senate may appoint a Senator to fill the vacant position(s) until the election process is completed.
- b. If the President of the Faculty Senate 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 of the Faculty Senate to assume the position of the presidency for that remaining year. The Committee may also request that the absent President of the Faculty Senate 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 of the Faculty Senate 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 President of the Faculty Senate with an additional one-quarter reassigned time to be provided by the department/unit from which the Faculty Senate president is elected. In addition, the Provost's office shall provide administrative support to the Faculty Senate.

**Article V--Meetings**

Section 1 Regular Meetings.

- a. Regular meetings of the Faculty Senate shall be held from August through May with a minimum of 9 meetings.
- b. Monthly meeting times shall alternate between Tuesdays and Wednesdays at 3:30 p.m.

Section 2 Special Meetings.

- a. The President of the Faculty Senate shall call special meetings 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 and adequate efforts are made to make it

inclusive. 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 the simple majority of those voting.

Section 4 Order of Business.

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

- a. Sign attendance sheet / mark attendance
- b. Minutes of the previous meeting
- c. Announcements
- d. Reports of standing committee.
- 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. Non-members will be seated in a separate section and may address the Faculty Senate upon recognition by the President of the Faculty Senate and with an affirmative vote by the Senate.
- 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 following Robert's Rules of Order.
- e. The presiding officer may limit the time and number of questions to provide others equal time for discussions. The presiding officer's decision can be overridden by a simple majority vote.

Section 6 General Faculty Meeting.

- a. The General Faculty Meetings for fall and spring are held concurrently with the Fall and Spring Convocations called by the President of the University.
- b. The President of the University shall call a general meeting of all faculty before the start of the fall semester (Fall Convocation), where the President of the Faculty Senate shall report on any summer activities of the executive committee or Faculty Senate, and the upcoming academic year activities of the Faculty Senate.
- c. The President of the University shall call a general meeting of all faculty before the end of the spring semester (Spring Convocation) for the purpose of reviewing the annual report of the President of the Faculty 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.

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

- a. 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 (e.g., Executive, Academic Affairs, University Affairs, Students Affairs, Strategic Planning and Improvement, Partnerships and Technology) 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 and communicate it to the Senate president.
- 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.

- f. The number, nature, role, and scope of standing committees should be discussed by the Faculty Senate every three years to cater to Fort Hays State University's evolving needs and to ensure its effective functioning.

Section 2 Standing Committees.

- a. The Executive Committee.
  - (1) The Executive Committee shall consist of the President of the Faculty Senate, Vice President of the Faculty Senate, immediate past President of the Faculty Senate (if available for consultation), Secretary of the Faculty Senate, and the chairs of the standing committees.
  - (2) The Executive Committee shall
    - (a) receive proposals/items/agendas.
    - (b) provide for negotiation with the President of the University in the event a Senate recommendation is not approved.
    - (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 approving new and revised curriculum, courses, and general education standards. Such review may consider minimizing course overlaps, ensuring best pedagogical practices, and aligning with KBOR's systemwide transfer.
- c. The Strategic Planning and Improvement Committee.
  - (1) The Strategic Planning and Improvement Committee shall consist of at least five (5) members.
  - (2) The Strategic Planning and Improvement Committee shall concern itself with the Bylaws and Standing Rules of the Faculty Senate and review them for amendment at least every three years.
  - (3) The Strategic Planning and Improvement Committee may provide input to the University's President and Vice Presidents regarding strategic goal, planning, and improvements efforts
- 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 in consultation with FS president and vice-president or executive committee.
  - (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 Executive Committee 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 the 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 academic year, the President of the Faculty Senate shall request of the newly elected members and all continuing senators that they submit, to the President of the Faculty Senate, their requests for appointments to committees for the following academic year.

- b. Each senator, except the FS 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 academic year.
- d. The President of the Faculty Senate, at the first senate meeting of the academic year, shall ask the committees to meet to select their chair and secretary, and then notify the President of the Faculty Senate of the senators in these positions.

#### **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/unit 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 Amendment.**

- a. An amendment to these Bylaws may be proposed to the full faculty for consideration by a majority vote of the senators. The President of the Faculty Senate shall determine the manner of voting.
- b. A proposed amendment in bylaws shall be ratified by a majority vote of the entire Senate membership, provided that the amendment has been circulated to the faculty via paper or electronic means at least seven days prior to a ballot.

##### **Section 2 Ratification**

These Bylaws shall be ratified by a majority of the faculty by written or electronic ballot within seven days and according to the specified date and time deadline.

Revised (11-2006), (02-28-14),(11-09-19, 05-07-24).

## **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: Standing Rule#4 was repealed on November 5, 2018. The repealed rule is provided at the bottom of the document.
- 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)
- Standing Rule #10: Rule for Faculty Senate Voting: Actions or measures which require a full vote of the Faculty Senate shall be done via one of the following methods: general consensus, written/paper ballot, or electronic means, as deemed acceptable by the Executive Committee, so that a timely and efficient vote on Faculty Senate matters can be conducted. (September 9, 2019)
- Repealed 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 the headcount of those qualifying as teaching faculty in that department, in accord with Section 1 of the same article. (Reviewed on March 7, 1977, and it was repealed on November 5, 2018)

Revised (02-01-96, 09-09-19, 05-07-24).

### **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 Health and Wellness Services; 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 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 (Health Services, Registrar, Student Affairs, etc.) may inform instructors of extenuating circumstances, but these are not excuses. In the event of a student's absence from any career readiness events (e.g., career fair, job interview), the student must provide appropriate verification to faculty upon request. 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 that unnecessarily and unreasonably obstruct or interfere with the teaching, research or learning functions, or other normal and necessary activities of a state university, or that create an imminent threat of danger to persons or property, may constitute grounds for restitution, suspension, dismissal or termination, for permanent exclusion from the campus or any part thereof.

### ***Kansas Board of Regents: Policies and Procedures Manual.*** **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 Health and Wellness Services, 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. Health and Wellness Services 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 <https://webapps.fhsu.edu/semestercoursesearch/> on the home page of the website. 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. Registration information can be found at [www.fhsu.edu/registrar/](http://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 degree seeking undergraduate students are eligible for the Dean's Honor Roll distinction subject to registration 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.

### **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 your convenience, Forsyth Library recommends these online resources for interpreting copyright and fair use.

- The American Library Association's *Fair Use Evaluator* tool, <http://librarycopyright.net/resources/fairuse/>
- *Copyright* <http://fhsuguides.fhsu.edu/copyright2>

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 Registration (Add/Withdrawal)

### **Examinations**

Final Exam Schedule – See [www.fhsu.edu/registrar/academic-calendar](http://www.fhsu.edu/registrar/academic-calendar)

No extracurricular activities should be held during final exams.

Approved by Faculty Senate (2003-2004).

### **Faculty Office Hours**

Each faculty member shall post and hold at least .5 regularly scheduled office hours per credit hour of instruction per week. The department chair will approve the faculty member's office hour schedule, with a copy retained in the department office. Faculty members in good faith shall

maintain office availability both physically and electronically proportionate to the modality of their semester teaching load with virtual office hours to include availability to students via telephone or synchronous electronic access including some availability in the evenings and/or weekends.

### **Grades**

#### **Incompletes**

Incompletes are awarded at the discretion of the instructor when work is of otherwise passing quality but incomplete, usually for reasons beyond the student's 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.

#### **Reporting**

All 16 week on-campus and FHSU Online courses are required to have interim (mid-term) grades submitted. Interim and final grades are available through Workday.

Effective Fall 2022. Approved by Faculty Senate and Provost (May 2022).

Faculty are responsible for entering interim (mid-term) and final grades for 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. Interim and final grade reports for advisors are available through the university portal system the day after grades are due.

#### **Rosters**

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.

#### **Timely Grading of Assignments**

In order to provide students with timely feedback, faculty teaching classes are expected to grade and provide feedback to students in a timely manner. On the occasion that a faculty member is unable to adhere to a timely grading period, they should communicate with their students.

Approved by Faculty Senate and Provost (May 2022).

### **Graduate Credit**

Graduate credit may be earned in courses numbered 600 or above only by regularly registered and approved graduate students. In courses in which undergraduate and graduate students are registered, the standard of graduate work shall be the same as that for courses in which graduate students only are registered. 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 register 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) except as noted in the final bullet below, the language component for the B.A., and courses required in a student's minor may not be taken Pass/No Credit.
- After a student has registered 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 registered for a grade subsequently change to a Pass/No Credit option.
- The student must declare Pass/No Credit for each course taken Pass/No Credit at the time of pre-registration.
- 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 (P) Pass or (NC) No Credit. 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.
- No College of Education graduate course other than graduate-level Early Field Experience may be taken Pass/No Credit and count toward Teacher Certification and Endorsement.
- Departments shall have the option to designate certain courses within their programs as P/NC. Examples of such courses might include: internships, readings, topics, practica, seminars, etc.

### **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.

### **FHSU Online**

FHSU Online is the administrative unit charged with coordinating academic outreach programs at FHSU. The unit provides learning opportunities at the certificate, associate's, bachelor's, master's, and doctorate degree levels, primarily through the innovative use of online instruction. FHSU Online 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.

Information for faculty can be found by calling 4291.

### **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 000-599, 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 through Workday using the "Create Course" or "Edit Course" business processes.
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 must be submitted in Workday using the "Create New Program of Study" business process.
6. All new degree program proposals require approval of the Board of Regents. Those requests are normally submitted by the provost to the Council of Chief Academic Officers (COCAO). 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.

Revision approved by Provost (04-09-03).

Revision approved by Associate Provost for Academic Affairs (07-29-19).

### **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).

### **OPERATING PAPER FOR THE GRADUATE SCHOOL**

See Graduate School Policies and Procedures in the Graduate School Handbook  
<https://www.fhsu.edu/academic/gradschl/documents/graduate-school-handbook.pdf>.

### **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**

See KBOR Policy and Procedures Manual, Chapter III, Section 2. Transfer and Articulation.  
[https://www.kansasregents.org/about/policies-by-laws-missions/board\\_policy\\_manual\\_2](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2)

## **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](http://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 ten-month period running from the end of July to the end of May; and some appointments are made for a twelve-month period coinciding with the fiscal year which begins in mid-June. International faculty appointments will correspond with the partner institution's academic year.

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 an appointment form which indicates salary and length of appointment for the ensuing academic year. Most of the appointment forms are generated electronically in Workday; the remainder are generated as hard copy. Renewal appointment forms are initiated shortly after the budget has been approved by the Regents and after negotiations have been completed with the AAUP bargaining unit.

### **Appointments to Serve at the Pleasure of the CEO**

Provosts, vice presidents, or executive vice chancellors, and deans shall serve at the pleasure of the university chief executive officer. Each state university chief executive officer shall designate a chief financial officer for the university, who shall serve at the pleasure of the university chief executive officer. Other University administrative staff positions may be designated as positions that serve at the pleasure of the chief executive officer or at the pleasure of the chief executive officer's designee; provided, however, that such will and pleasure designation is stated in the administrator's written annual notice of appointment. The Board shall be notified of the appointment of any provost, vice president, executive vice chancellor, chief financial officer or other position that reports directly to the university chief executive officer. Such notice shall be given after the appointment occurs and prior to its announcement. The Board shall be notified of the departure of any provost, vice president, executive vice chancellor, chief financial officer, or other position that reports directly to the university chief executive officer at the time the university chief executive officer becomes aware of the departure or planned departure.

***Kansas Board of Regents: Policies and Procedures Manual.***



### **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 to university faculty and other administrators. Emeritus/Emerita 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.***

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.

#### **Policy Contents:**

Endowed Chair  
Distinguished Professorship  
Artists/Executives-in-Residence

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

Graduate Assistantships/Fellowships  
Period/Status of Appointment  
Funding  
Selection Procedure  
Responsibilities of Named Faculty  
Initiation of Program

To view full policy, see University Policies page [www.fhsu.edu/policies/academic](http://www.fhsu.edu/policies/academic).

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).

### **LANGUAGE COMPETENCY**

See Kansas Board of Regents Policy and Procedures Manual, Chapter II, Section C.2.b.iii., Spoken English Language Competency.  
[https://www.kansasregents.org/about/policies-by-laws-missions/board\\_policy\\_manual\\_2](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2)

### **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.

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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 persons 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.***

- 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.



### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

- 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.

### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

- 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). Files may also be submitted via electronic portfolio process. 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 library 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 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.

### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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 registered 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.

### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

- 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:          | \$3,000 |
| Assistant Professor to Associate Professor: | \$4,500 |
| Associate Professor to Professor:           | \$7,000 |

Revision consistent with 2008 AAUP MOA (07-01-07).

Refer to AAUP MOA Articles XII and XIII for non-tenure track promotion process.

Refer to AAUP MOA Article VI for non-tenure track promotion stipends.

**Part V: Tenure**

- A. This policy applies only to faculty who have been given tenure-track appointments. Faculty who have been awarded tenure may be terminated only for adequate cause, except in the case of program or unit discontinuance or under extraordinary circumstances because of financial exigency.
- B. In the interpretation of the principles contained in Section A. of this policy, the following is applicable:
  - 1. The terms and conditions of every appointment shall be stated in writing and be made available to the tenure-track faculty member at the time of appointment.
  - 2. Beginning with the institution's full-time appointment of the tenure-track faculty member, the probationary period should not exceed seven years. The chief executive officer, or the chief executive officer's designee, may at his or her discretion reduce the probationary period at the time of appointment if it has been determined that the faculty member has served a partial probationary period at a comparable institution and such reduction is in the best interests of the institution. In no instance, however, may the probationary period for a tenure-track faculty member be reduced to less 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. Notices should be given at least one year prior to the expiration of the probationary period if the tenure-track faculty member is not to be continued in service after the expiration of that 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 1<sup>st</sup> 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.
  - 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.
  - 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.
  - 6. Tenure is a privilege that must be affirmatively granted by the institution in recognition of meritorious performance. Tenure is not a privilege that can be achieved simply through continuous service at the institution, regardless of a faculty member's length of service. Absent an affirmative action by a state university to award tenure, a faculty member shall not qualify for tenure solely by virtue of completing the probationary period.
- C. Within this general policy, each State University 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 a state university may hire a faculty member with tenure without their having completed a probationary period.
- 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.

***Kansas Board of Regents: Policies and Procedures Manual***

- 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 library faculty, 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 two years' credit toward tenure will have a first review according to the procedure for the third-year review.

A 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.

### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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 or second academic year of review, 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. 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.



### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

- 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, following review of the file, informing the candidate of the findings, and appeal if desired by candidate, 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

### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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). Files may also be submitted via electronic portfolio process. 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 tenure-track library 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

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

- 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 registered 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.

### Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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.

**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 tenure-track library faculty)
7. Rebuttal and/or hearing with College Tenure Committee (optional) (not applicable to tenure-track library 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**

See AAUP MOA <https://www.fhsu.edu/fhsu-aaup/>.

## **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.

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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 specialist 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.



## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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. An employee must submit a written letter of resignation or retirement, prior to a recruitment being started, unless it is a new approved university position.
2. Department chairs or directors discuss vacant positions with the appropriate faculty dean or vice president. The faculty dean then seeks approval from the provost to fill the vacant position. Rank and salary range for the position can be discussed at this time.
3. 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 be as diverse as possible.
4. Develop a position description including both required 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 department will submit a job requisition in Workday to start a new search. The requisition includes the position information, the search committee members and the advertisement information.
6. The search committee chair will schedule a meeting with the compliance officer and search committee to review fair hiring practices.
7. Openly publicize the vacancy by whatever means necessary to help create a strong diverse applicant pool. With a few exceptions, professional positions are recruited 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.
8. All advertising should refer the applicants to the Human Resource Office webpage for a full position description. This is also where the electronic application is submitted to apply for the position.
9. When advertising a vacancy, specify a reasonable application priority date or deadline that allows adequate time for interested individuals to apply.
10. Normally, all full-time faculty and administrative appointments (nine-month and twelve-month) require recruitment in accordance with EEO requirements. If a last-minute resignation does not allow adequate time to conduct a full search in accordance with the EEO requirements, a temporary appointment for a maximum of one-year may be the solution. If a waived search is approved by the provost, a full search must be conducted within the one-year temporary appointment period.
11. Make every attempt to eliminate bias from the evaluation process. Both initial screening and subsequent evaluation of applicants should be based on an objective evaluation of qualifications as specified in the written position description.

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

12. When an application is submitted, Workday will automatically send an email to the applicant acknowledging receipt of the application. Only electronic applications submitted through the Human Resource webpage are accepted.
13. All emails sent to applicants, should be sent through Workday. The system will electronically record the emails and they become part of the applicant's permanent recruitment file.
14. Interviews via video conference formats can be used as part of the screening process to determine which applicants will be offered on-campus interviews.
15. **Prior** to scheduling interviews, the search chair should seek the appropriate approvals. Interviews should not be scheduled before approvals have been given.
16. After interviews are concluded, the interview team should individually rate and enter in Workday the candidate's strengths and weaknesses as they pertain to the position. The comments should be comprehensive, detailed and thorough.
17. After the interview process has been completed the search committee chair should make a hiring recommendation and seek the appropriate approvals, before the Human Resource (HR) Office makes a verbal offer to the candidate. The HR Office will make an offer contingent on the candidate passing a criminal background check.
18. After a verbal offer has been accepted by the candidate, the Human Resource Office will conduct a criminal background check and move the candidate through the hiring process.
19. All documents pertaining to the search, should be scanned and uploaded into Workday. Workday will house all the official search documents for permanent record retention. All recruitment documents will be stored electronically.

The following documents should be uploaded for record retention.

- a. The screening tool used to determine which applicants are offered interviews.
- b. If applicable, the notes from video and/or phone interviews.
- c. Notes from the campus interviews.
- d. All other information pertinent to the search. Keep complete notes on the reasons why candidates are eliminated, reasons that will meet equal employment opportunity requirements. Scan and upload all documents in Workday.

Updated (07-02-13, 11-17-17).

### REGENTS DISTINGUISHED PROFESSORSHIPS

See Kansas Board of Regents Policy and Procedures Manual, Chapter II, Section C.3.a., Regents Distinguished Professorships.

[https://www.kansasregents.org/about/policies-by-laws-missions/board\\_policy\\_manual\\_2](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2)

## SALARIES, PART-TIME ADJUNCT / PROFESSIONAL UNCLASSIFIED STAFF

### Policy

A faculty member may become unable to teach an assigned on-campus or online course during the regular academic year. A department chair may address these circumstances by identifying a part-time adjunct instructor to teach the course. Department chairs may also identify professional unclassified staff members to teach overload on-campus or online classes.

### Payment Procedures

1. 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). Multiply that figure by 20% times credit hours to a maximum of \$3,095. If this figure is less than \$2,495, then they will be paid based upon the part-time salary scale with the starting salary of \$2,495 up to a maximum of \$3,095 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.
2. 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   | \$ 2,495                   | \$ 832                                 |
| 4-6   | \$ 2,695                   | \$ 898                                 |
| 7-10  | \$ 2,895                   | \$ 965                                 |
| 11 and above  | \$ 3,095                   | \$ 1.032                               |
| Undergraduate courses (100-699 level) with less than 10 students enrolled and graduate courses (800 level and above) with less than 5 students enrolled will be prorated. Calculations for proration will be made by the Office of Budget and Planning. The first payment will be approximately four weeks after the 20th day of enrollment. After that, payment will be made bi-weekly. For courses one month in length or less, payment will be made at the end of the course. For courses longer than one month, payment will be made bi-weekly. During the summer session, enrollment for salary purposes will be calculated at the end of the 4th day of classes for a four-week course, and at the end of the 8th day of classes for an eight-week course. Pay per credit hour for 40 or more students will be prorated an additional \$15 per credit hour per student. Final approval for application of the formula will be issued by the Office of the Provost |                            |  |

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)

Revision of salary scale approved by Vice President of Administration and Finance (06/14/17).

Revised to correlate with AAUP MOA (08/31/22).

Revised to correlate with contract language. Approved by Provost (08/05/24).

## **SALARIES, SEASONAL**

### **Policy**

The provost is provided a limited amount of “seasonal” monies each fiscal year to fund additional sections of high registration 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 2.22 percent of the faculty’s base salary per unit. 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  | \$ 2,495                   | \$ 832                                 |
| 4-6  | \$ 2,695                   | \$ 898                                 |
| 7-10   | \$ 2,895                   | \$ 965                                 |
| 11 and above   | \$ 3,095                   | \$ 1.032                               |
| <ol style="list-style-type: none"><li>1. Faculty will be paid \$15 per credit hour for each student above 40 in an off-campus class.</li><li>2. All off-campus courses with registration below 10 will be pro-rated.</li></ol> |                            |  |

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.

Revision approved by President Hammond (05-03-06).

Revision of salary scale approved by Vice President of Administration and Finance (06/14/17).

Revised to correlate with AAUP MOA (08/31/22).

## **SALARIES, SUPPLEMENTAL APPOINTMENTS**

### **Definitions**

1. Instruction, scholarly activity, and service include activities as defined in MOA Article VII: Workload.
2. Supplemental appointments include those for instruction, scholarly activity, and service during the fall, intersession, spring, and summer terms.
3. A “unit” will be considered the equivalent of one credit hour of instruction.

### **Expectations**

1. A faculty member who is willing may be awarded supplemental appointments as needed by the department, college, or university.
2. Department chairs will evaluate the faculty members' performance of supplemental appointment activities. The results of the evaluations will be utilized by department chairs and deans in awarding future supplemental 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 in that not all faculty will or can be offered supplemental appointment opportunities. However, scholarly activities are evaluated on an ongoing basis without regard to the timeframe in which they are performed.

### **Policies and Procedures**

1. The Department Chair shall, in consultation with the faculty member, prepare a staffing plan to support department needs and submit it to the Dean. The awarding of supplemental appointments shall reflect programmatic and enrollment considerations. In preparing the staffing plan, the Chair shall propose the utilization of the expertise available among qualified full-time departmental faculty and qualified part-time instructors. Ordinarily, the Chair shall make a decision based upon the order listed above and if several individuals are interested and equally qualified to teach the course then academic rank and time at FHSU may be considered. The Chair will always award supplemental appointments based upon the best interests of department and student needs.
2. After receiving all of the proposed staffing plans, and in consultation with the Department Chair, the College Dean shall prepare a proposed program and submit it to the Provost. The Provost will then prepare the program for the University.

### **Remuneration and Limitations**

1. If the supplemental contract is for instruction, all faculty will be compensated at a rate of remuneration of 2.22 percent of the faculty's base salary per unit.
2. If the faculty member provides scholarly or service activities requested and approved by the department chair, then a rate of remuneration equal to 2.22 percent of the faculty's base salary for each unit. Number, expectations, and duties comprising units of scholarship or service shall be negotiated between the faculty member and the Chairperson and approved by the Dean and/or Provost.
3. Normally, a faculty member's supplemental appointments cannot exceed nine (9) units per term. Exceptions to this rule may be made in consultation with the faculty member, Chair, and Dean.
4. This remuneration policy shall not apply to supplemental appointments where external funding sources (e.g., grants, appointments) can support the full salary of a faculty member, either totally or by supplementing internally allocated dollars.
5. Faculty holding 12-month appointments are expected to contribute to the summer session program. This generally means teaching a minimum of two courses during the summer session. Exceptions to this expectation can be made by the appropriate Chair and Dean in consultation with the faculty member.



## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

6. Courses in supplemental appointment status 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. New or experimental courses may be an exception to this general rule as determined by the appropriate dean with the approval of the provost. Student enrollment will be calculated: 1) at the end of the second day of classes for a two -week course; 2) at the end of the fourth day of classes for a four-week course; 3) at the end of the eighth day of classes for an eight-week course; and 4) at the end of the twentieth day of classes for a sixteen-week course. The faculty member's signature on the supplemental appointment form implies consent with the prorating of salary as necessary. A faculty member may rescind a supplemental contract if the faculty member believes the class size will not be adequate for full payment by notifying the Provost no later than 18 calendar days before the first day of classes for that course.
7. The appropriate faculty member and Department Chair, in consultation with the Dean, will establish the maximum number of students to be enrolled in the courses. The key criteria in determining the appropriate maximum will be "quality of education" and other pedagogical considerations. Permission to exceed a course maximum must be approved by the appropriate faculty member and Department Chair.
8. The University will provide development funding for newly designed and redesigned online courses.
9. Supplemental appointments are voluntary and not mandatory.

Updated to correlate with AAUP MOA (08-31-22).

### **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 FHSU Online; and
5. Addresses emerging special needs.

To view full policy, see University Policies page [www.fhsu.edu/policies/academic](http://www.fhsu.edu/policies/academic).

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,

## Chapter 3 -- Faculty: Employment, Tenure, Promotion, and Merit

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. Hardship exceptions can be approved by the dean or director.

2. An Expense Report will be submitted in Workday with receipts attached. The Expense Report shall contain the following information regarding the candidate to be paid: a) dates of appearance, and b) 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 cost center. When recruitment is for a dean, director, etc., the expenditure will be charged to the appropriate vice president's cost center.

Revised and approved by President's Cabinet (11-01-88).

Revision approved by Vice President for Administration and Finance (07-22-13, 12-11-17).

### **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 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.

#### **Employment**

##### **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, college, 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, 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, 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, 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 to 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, 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, 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**

A signed letter of resignation should always be submitted in Workday to the appropriate administrator (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, 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. Parties may mutually agree to use any University employee as a mediator for the dispute.
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 Contents:**

- Furloughs
- Pay Reductions
- Notice to Affected Employees
- Affect on Benefits

To view full policy, see University Policies page <http://www.fhsu.edu/policies/human-resources/>,

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**

**Purpose:** To ensure that vertebrate animals used for research and educational purposes are handled in accordance with the USDA Animal Welfare Act, and Public Health Service policies.

To view full policy and related documents, see University Policies page [www.fhsu.edu/policies/grants-and-research](http://www.fhsu.edu/policies/grants-and-research)

Approved by President's Cabinet (06-13-12).  
Adopted by Executive Leadership Team (01-29-16).  
Revision approved by President's Cabinet (12-01-21).

### **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.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

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 and fall commencement ceremonies. 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 Victor E. Apparel and Gift Co. in the Memorial Union. Faculty wishing to rent doctoral gowns can do so by contacting Victor E. Apparel and Gift Co..

### **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

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

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 Contents:**

- Conflict of Time Commitment
- Conflict of Interest
- State Ethics Statutes
- Consulting and Other Employment
- Reporting Requirements
- Use of University Name
- Distribution and Dissemination

### University Conflict of Interest Committee

#### a. Conflict of Interest Committee Formation

The Provost will select the members for the Conflict of Interest Committee as cases arise.

#### 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. The Committee will select its own chair and secretary. The chair will be a voting member of the Committee.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

### 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, Commitment of Time, Conflict of Interest, Consulting and Other Employment, 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:

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.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

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).

To view full policy, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

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.

### CONSENSUAL ROMANTIC RELATIONSHIPS INVOLVING STUDENTS

**Purpose:** Fort Hays State University promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff and students must not be compromised. When a University employee is in a position of direct supervisory or evaluative authority over a student, and the employee and student are also involved in a consensual romantic relationship, there is a potential for a conflict of interest, favoritism or exploitation. Moreover, such relationships may lead to restricted opportunities, or the perception thereof, for others in the academic environment. In addition, when such relationships decline or end, there is an increased potential for various complaints.

Consensual romantic relationships involving employees in the same household or family members are governed by the University's Nepotism Policy in the Faculty and Unclassified Staff Handbook, Chapter 1. The University's Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking governs any conduct involving nonconsensual, unwelcome sexual conduct by an individual in either the academic or employment environment, and any other conduct constituting discrimination, harassment, domestic violence, dating violence, or stalking, as those terms are defined in that policy

To view full policy, definitions, and related documents, see University Policies page [www.fhsu.edu/policies/human-resources/index](http://www.fhsu.edu/policies/human-resources/index)

Approved by President's Cabinet (08-28-19)

## **DRUG AND ALCOHOL POLICY**

**Purpose:** To illustrate the repercussions that employees and students face if found to be in possession or consumption of alcohol or other drugs.

To view full policy and related documents, see University Policies page [www.fhsu.edu/policies/human-resources/index](http://www.fhsu.edu/policies/human-resources/index)

Adopted by Executive Leadership Team (04-08-16).

## **EXPORT CONTROL, RESTRICTED PARTY SCREENING, AND VISITOR ACCESS TO RESTRICTED MATERIAL POLICY**

**Purpose:** The purpose of this policy is to provide guidance concerning, and promote compliance with, export control regulations, restricted party screening procedures, controlling visitor access to restricted material, and related safety and security policies and procedures implemented by the Kansas Board of Regents and Fort Hays State University.

To view full policy and definitions, see 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).

Adopted by President's Cabinet (03-28-18).

President's Cabinet review, no changes (07-24-19) revisions adopted (07-26-23).

## **EXTRAMURAL FUNDING: Policy and Procedures for Supplemental Salary Requests from Sponsored Projects Funding**

The Mission and Role Statement of Fort Hays State University includes the following paragraph concerning scholarship:

Scholarship at Fort Hays State University is supported because it stimulates faculty and students, provides new knowledge, connects the disciplines, and bridges between teaching and learning while linking theory with practice to address the needs of society.

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.

### **Policy Contents:**

- Supplemental Income
- Academic Year Salaries
- Summer Salaries

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

To view full policy, see University Policies page <http://www.fhsu.edu/policies/academic/>.

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**

**Purpose:** This policy is intended to provide an avenue for tuition assistance for FHSU faculty should a department determine that faculty members with a PhD or other degree are highly desirable but very difficult to attract and retain to FHSU

See loan agreement template below. To view full policy, see University Policies page <http://www.fhsu.edu/policies/academic/>.

Adopted by President's Cabinet (12-12-06).

Revision approved by President's Cabinet (04-02-12).

Revision adopted by Executive Leadership Team (09/02/16).

### **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



## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

employee so that the employee can pursue a doctoral 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 doctoral 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 doctoral program at \_\_\_\_\_, and thereafter remaining in the employ of FHSU for at least one year following successful completion of the doctoral 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 doctoral program 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 doctoral program 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 termination of employee's terminal degree support program. 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

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

referenced in this Agreement. If Employee repays the entire balance within 30 days of termination of employee's terminal degree support program interest will be waived.

- 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 doctoral 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 doctoral 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.

|  |               |
|--|---------------|
| _____<br>Employee                            | _____<br>Date |
| _____<br>Chair, Fort Hays State University   | _____<br>Date |
| _____<br>Dean, Fort Hays State University    | _____<br>Date |
| _____<br>Provost, Fort Hays State University | _____<br>Date |
| _____<br>VP Administration and Finance       | _____<br>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 Governmental Ethics Commission has issued rules and regulations and advisory opinions interpreting the gift statute. These can be viewed at <https://ethics.kansas.gov>.

The Kansas Governmental Ethics Commission 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 Governmental Ethics Commission to determine whether it is permissible to accept it.

*Kansas Governmental Ethics Commission.*

#### 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 (1) economic opportunity, gift, loan, gratuity, special discount, favor, hospitality, or service having an aggregate value of \$40 or more in any calendar year or (2) hospitality in the form of recreation having an aggregate value of \$100 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.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

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

**Purpose:** To protect the rights, wellbeing, and personal privacy of individuals; to assure a favorable climate for the conduct of scientific inquiry; to protect the interests of Fort Hays State University; and to ensure compliance with the Public Health Service Act (Pub. L. 93-348), as amended; Department of Health and Human Services, 45 CFR 46.101-409; and the federal-wide Common Rule, "Federal Policy for the Protection of Human Subjects," (56 Fed. Reg. 28004).

#### **Policy Contents:**

- General Issues of Subject Protection
- Ethical Principles
- Review by Institution

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

To view full policy, definitions and related documents, see University Policies page [www.fhsu.edu/policies/grants-and-research](http://www.fhsu.edu/policies/grants-and-research).

Adopted by President's Cabinet (10/01/14).  
Revision approved by President's Cabinet (12-01-21).

### IDENTIFICATION CARDS

See Tiger Card Policy, Chapter 4.

### 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.

**Policy Contents:**

- Training Requirements
- Disclosure, Review and Monitoring
- Maintenance of Records
- Enforcement
- Subrecipient Requirements
- Public Accessibility
- Responsibilities of Individuals and Designated Officials

To view full policy, definitions and related documents, see University Policies page [www.fhsu.edu/policies/grants-and-research](http://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.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

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

**Purpose:** The purpose of this policy is to express the University's policy and procedures relating to allegations of misconduct in research. For the purposes of this policy, the term "research" includes scholarly and/or creative works.

#### **Policy Contents:**

- Principles that guide the institutional review procedure
- Prevention of Misconduct (Office of Scholarship and Sponsored Projects)
- Procedure for Handling Allegations of Research Misconduct
- Initiation of an Inquiry
- Inquiry
- Investigation
- Resolution
- Notification

To view full policy, definitions, exclusions, and related documents see University Policies page [www.fhsu.edu/policies/grants-and-research](http://www.fhsu.edu/policies/grants-and-research).

Revision approved by President's Cabinet (12-03-14, 01-30-19).

### 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 disbursed:

"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.

To view full policy and definitions, see University Policies page [www.fhsu.edu/policies/grants-and-research](http://www.fhsu.edu/policies/grants-and-research).

Approved by President's Cabinet (11-07-12).  
President's Cabinet review, no changes (07-24-19).

### **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 University Official Personnel files for unclassified faculty and staff are maintained by the Human Resource Office. 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.

#### **Policy Contents:**

- Types of Personnel Files
- Access to Personnel Files
- Right to Add Material

To view full policy, see [https://www.fhsu.edu/academic/provost/handbook/ch\\_4\\_personnel\\_files/](https://www.fhsu.edu/academic/provost/handbook/ch_4_personnel_files/)

### **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.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

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

Job-related organizational membership fees or professional license fees and dues in the name of an individual employee may be paid directly by a state agency or reimbursed to a state employee. The expenditures for the payment shall be determined to have a business purpose that benefits the state agency. Payments shall be authorized in advance by the agency head or the agency heads designee. If available, membership in organizations shall be in the name of the state agency.

(Authorized by K.S.A. 75-3207 and K.S.A 75-3706; implementing K.S.A. 75-3207 and K.S.A 75-3707; effective Jan. 1, 1966; amended, E-69-18, Aug 14, 1969; amended Jan. 1, 1970; amended May 1, 1978; amended July 12, 2024.)

K.A.R. 1-16-21 [https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=1-16-21](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=1-16-21)

Professional fees or dues must be ordinary, necessary, and have a business purpose that benefits the University. Payment or reimbursement is dependent on unit budgets. Leaving university employment prior to membership/license end date requires reimbursement to the University at a pro-rated amount.



## **PROPOSAL PREPARATION AND SUBMISSION GUIDELINES FOR SPONSORED PROJECTS**

**Purpose:** To describe relevant procedures applying to faculty and staff wishing to submit proposals for external grant funding. These procedures arise because of institutional responsibilities for sponsored projects.

To view full policy and definitions, see University Policies page [www.fhsu.edu/policies/grants-and-research](http://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.

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

- 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;<br>or<br>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. |
|---------|--|

|         |       |
|---------|-------|
| 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 |
|---------|--|

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

|                   |  |
|-------------------|--|
| Philosophy        | Ph.D.  |
| Political Science | Ph.D., J.D.  |
| Sociology         | A doctorate degree in sociology or related field.; For specifically designated positions, a master's in relevant field for teaching addictions counseling. |

### **Robbins 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   |

## Chapter 4 -- Faculty: Benefits, Responsibilities, and Specific Requirements

|                   |  |
|-------------------|--|
| Nursing           | Master's degree in Nursing<br>M.D. degree<br>D.O. degree             |
| Psychology        | Doctorate, normally Ph.D., but possibly Psy.D., Ed.D., D.S., or M.D. |
| School Psychology | Ph.D., but possibly Ed.D., or Ed.S.                                  |
| Social Work       | M.S.W.   |

### Werth 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 | A master's degree from a program accredited by the American Library Association (ALA) or an international equivalent program of library or information science as determined by the Library Dean. |
|-----------------|---|

### TIGER CARD POLICY

**Purpose:** To establish the University's policies for the Tiger Card and related services.

All students, faculty, and staff are required to have a Tiger Card to serve as official photo identification. Tiger Cards may also be issued to gateway program students and individuals with official FHSU visiting programs.

To view full policy, see University Policies page <http://www.fhsu.edu/policies/human-resources/>

Approved by President's Cabinet (08-03-22).

## **WHISTLEBLOWER POLICY**

**Purpose:** Formally establish procedures to help provide a workplace conducive to open discussion of the business practices of the University; and

To positively reinforce and influence compliance with federal and state laws.

Employees and representatives of FHSU are expected to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The purpose of this policy is to comply with all applicable laws that protect employees of the University against unlawful discrimination and retaliation by their employer as a result of their lawfully reporting information regarding, or their participating in, investigations involving fraud or other violation by the university or its agents of federal or state law.

**Policy Contents:**

- No Retaliation
- Reporting Violations
- Compliance Officer
- Accounting and Auditing Matters
- Acting in Good Faith
- Confidentiality
- Handling of Reported Violations

To view full policy, see University Policies page <http://www.fhsu.edu/policies/human-resources/>

Approved by Executive Leadership Team (09-02-16).  
President's Cabinet review, no changes (07-24-19).

## 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, including University Support Staff, 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, including University Support Staff 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, 10-13-17).

Annual leave accrual rates differ for non-exempt and exempt unclassified professional staff. Refer to the FHSU Time and Leave Manual <https://fhsu.edu/bus-off/time-tracking-and-time-off/index> 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 and university support staff employees may be granted leave with pay upon the death of a close relative 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, 10-20-17).

### **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).

### **Family Medical Leave Act of 1993, Sick Leave Policy Pursuant to**

#### **Policy Contents:**

- Leave period
- Employee eligibility
- FML Categories
- Medical certification
- Paid v. unpaid leave
- Amount of Leave
- Return to Work Certification
- Reinstatement
- Notice

To view full policy, see University Policies page <http://www.fhsu.edu/policies/human-resources/>

Adopted by Cabinet (03-09-00).

## **Fulbright Grant Leave with Pay Policy**

### **Policy Contents:**

- Scope
- Responsibilities
- Compliance

To view full policy, see University Policies page <http://www.fhsu.edu/policies/human-resources/>

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 shall not be regarded as a break in service; however, such leave shall not count toward the earning of sabbatical leave nor shall other than a scholarly leave count toward the tenure probationary period. Scholarly leave shall 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).

## **Military Service**

**Annual Training**—If a permanent or probationary employee is a member of a reserve component of the military service of the United States or with the State or National Guard, he or she will, upon presentation of appropriate orders in advance, be granted leave with pay to attend annual active duty for training for a period not to exceed 30 working days in any one calendar year (calendar year starts in October). Such leave will not be counted as part of an employee's annual vacation.

**Active Duty**—If such an employee is called to active duty, the employee shall be granted leave without pay for the duration of active service. The employee will be restored to his/her former

position or a similar position with like status and pay if application for rehire is made within 90 days after being discharged from military service under honorable conditions or from hospitalization if qualified to perform those duties

If the employee is not qualified to perform the duties of the former position by reason of disability sustained while on active duty, the employee shall be offered a position comparable in status and pay with duties he/she is qualified to perform. If there is not a position available, an employee may appeal to FHSU's Department of Human Resources for appropriate placement.

K.A.R. 1-9-7

### **Parental Leave**

The paid parental leave program at Fort Hays State University is available for qualifying events occurring after the effective date of the Kansas Board of Regents Paid Parental Leave policy.

#### **Eligibility:**

All benefit-eligible employees (0.5 full-time equivalency (FTE) or greater position as faculty, unclassified professional or university support staff), and who has been employed for twelve months with the State of Kansas.

Employees who meet benefits eligibility requirements, as defined by the employing university, and who have been employed for twelve months with the state shall be eligible to receive paid parental leave following a qualifying event (e.g., birth or placement of a child for adoption (up to 6 years of age)), or placement of a foster child(ren) at any age, occurring after the effective date of this policy. Each state university may establish implementing policies, including definitions, and may require otherwise-eligible employees to provide relevant information and notice of their intent to use the leave in order for the employees to be eligible.

#### **Leave Period:**

Each parent designated as the primary caregiver for purposes of this policy shall receive up to eight weeks of paid parental leave, and each parent who is designated as the secondary caregiver for purposes of this policy shall receive up to four weeks of paid parental leave. For part-time employees, the leave shall be pro-rated to their part-time appointment for the applicable time period. The fact that a multiple birth, adoption, or placement occurs (i.e., the birth, adoption, or placement of twins) does not increase the length of paid parental leave for that event.

1. If both parents are employees and eligible for paid parental leave, one employee must be designated the primary caregiver and one employee must be designated the secondary caregiver.
2. In such instances, the paid parental leave may be taken concurrently, consecutively, 30 days in advance for FMLA qualifying events, or at different times within the 12-week period immediately following the qualifying event.

#### **Benefit**

Paid parental leave under this policy shall be at 100% of the eligible employee's regular rate of pay and, while using paid parental leave, employees continue to accrue vacation and sick leave, as

## Chapter 5 -- Faculty: Leaves, Insurance, and Retirement Benefits

well as all other regular benefits in accordance with applicable rules, regulations, Board policy and statutes.

1. Academic year appointments. Paid parental leave only applies during periods when the employee is in paid status. Employees on academic year or less than 12-month appointments may not request or receive paid parental leave for periods when not in a paid status
2. Holidays. Official and observed holidays do not count against paid parental leave. Employees utilizing paid parental leave on an official or observed holiday shall receive holiday credit. Employees may be permitted to take leave of other types (i.e., sick leave and vacation leave) in addition to the eight or four weeks of paid parental leave, in accordance with other applicable Board and university policies.
3. Timing. Paid parental leave must be taken within the 12 weeks immediately following the date of birth or date of placement for adoption of a child. For employees who assume placement of a foster child(ren), the ability to use paid parental leave will be limited each calendar year to a total of eight weeks for the primary caregiver and four weeks for the secondary caregiver. Such leave can be used for a single placement or for multiple placements. Each state university may determine whether employees will be permitted to take this leave intermittently or in a solid block of time within that 12 weeks. Any paid parental leave shall run concurrently with leave permitted under the Family Medical Leave Act (FMLA), if applicable.

Paid parental leave under this policy is not transferrable and cannot be donated through a shared leave program or in any other way. Any amount of paid parental leave not utilized by the eligible employee in the 12-week period shall be forfeited.

Nothing in this policy shall be construed as prohibiting a state university from providing additional leave beyond that permitted under this policy, to the extent allowed by applicable rule, regulation, Board policy or statute, or from reassigning an eligible employee's duties while the employee is on paid parental leave.

Each university shall implement the 2021 amendments to this policy on September 19, 2021, for qualifying events occurring after September 19, 2021. Employees represented by bargaining units where the contract requires meet and confer to implement this policy shall not be covered under this policy without ratification by the bargaining unit.

### Procedure:

An eligible faculty/staff member may request Parental Leave by completing the Parental Leave Request form. Faculty and staff are urged to request Parental Leave with as much advance notice as possible so departments can plan for coverage.

If approved for Parental Leave by Human Resources Office, faculty/staff must report the parental leave using University's regular time and leave procedures.

### Parental Leave and the Family Medical Leave Act

The University's Family Medical Leave policy provides for up to 12 weeks of time off (including both paid and unpaid leave) for an employee following the birth or adoption of a child. Parental leave will

be counted towards the employee's FMLA leave entitlement, if applicable. Any paid parental leave shall run concurrently with leave permitted under the Family Medical Leave Act (FMLA), if applicable

Approved by Kansas Board of Regents (07-01-19).

Amendment approved by Kansas Board of Regents (09-19-21).

### **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:

1. For nine-month faculty members, up to half pay for an academic year, or up to full pay for one semester.
2. 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**

Contact the Office of the Provost to access the application form.

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.

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 six (6) faculty members 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, 07-28-21).

### **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 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.

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 state university 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, 10-20-17).

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 a Reassigned Time Committee (RTC). The RTC will consist of the provost, a faculty representative from each of the five academic colleges, the graduate dean, and scholarship and sponsored projects director. As an advisory body, the RTC will

## Chapter 5 -- Faculty: Leaves, Insurance, and Retirement Benefits

evaluate applicants for University-wide reassigned time, eliminate applications as appropriate, and rank 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).

Revision approved by Provost and Academic Council (03-05-19)

### **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.

#### **Notification**

1. A signed letter of resignation shall be submitted in Workday and addressed 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. The Provost or appropriate vice president will acknowledge the resignation on behalf of the University. The President, Dean, Chair or Director, and Human Resources will be notified when acknowledgement is sent.

#### **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).

Notification revision approved by Provost (12-19-17).

### 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.

## Chapter 5 -- Faculty: Leaves, Insurance, and Retirement Benefits

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 and 2) Voya Financial.

Voluntary tax-sheltered options are available. 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.

KPERS 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 FHSU who are participating in the Kansas Board of Regents Mandatory Retirement Plan and who have attained age 55 and 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 institution.
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).

Revised to align with current MOA (10-17-17).

### **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), the following are decisional criteria to be used by FHSU in evaluating phased retirement applications pursuant to Article XVII (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 Limited Retirement Health Care Bridge Program provides a mechanism through which the University 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 voluntary for both the employee and the University. The University and employee must all agree that it is in the best interest of both the university and the employee to participate in the program. This decision shall 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. Faculty and unclassified staff who are eligible for retirement with a minimum of ten years of full-time service and who have attained age 55 years of age will be eligible for participation in the program.
  - c. Participants in the Phased Retirement Program or any other State of Kansas retirement incentive program are not eligible to participate in the Limited Retirement Health Care Bridge Program.
  - d. If an eligible employee's request to participate in the Limited Retirement Health Care Bridge Program is approved by the university chief executive officer or the chief executive officer's designee, the university attorney shall draft an agreement between the university and the employee.
2. Participation
  - a. An employee who wants to participate in the Limited Retirement Health Care Bridge Program must submit a written request to retire and to participate in this program to the employee's manager.
  - b. The program provides for payment of both the employee and employer medical and dental insurance premiums for a negotiable length of time up to the date the employee becomes eligible for Medicare, but no longer than three years. The premiums will be paid directly to the State Employee Health Plan Retiree/Direct Bill program.

Approved by Vice President of Administration and Finance (07-01-19).

# 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 your supervisor for filing with the state self-insurance fund. Information and filing directions are available at <https://www.fhsu.edu/administrative/physical-plant/environmental-and-safety/work-related-injuries/>.

## BUDGETS

Budget requests are submitted by the offices and departments through the deans to the provost for recommendation to the president.

## 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

See policy, definitions, and supporting documents on University Policies page [www.fhsu.edu/policies/administrative](http://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).

Revision adopted by President's Cabinet (08-28-19).

## 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.

## Chapter 6 – Business Affairs: General Regulations, Services, and Procedures

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 for payments made on behalf of the University. Other services include administering state procurement cards, time and leave, inventory, and overseeing the accounting for student activity funds.

### **CAMPUS-WIDE CROWDFUNDING/CROWDSOURCING POLICY**

**Purpose:** The Fort Hays State University policy for soliciting donations using crowdfunding from the general public, including students alumni, faculty/staff, etc.

To view full policy, definitions, and related documents, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

Adopted by President's Cabinet (02-27-19).

### **CAPITAL ASSETS INVENTORY**

**Purpose:** "K.S.A. 75-3729 provides in part that 'The Director of the Division of Accounts and Reports shall design, devise, and direct the use of inventory records by all state agencies to show all fixed and movable property of the state. The record shall be based on a physical inventory and shall be charged with all subsequent purchases, manufacture of property, or other methods of acquisition and shall be reduced by all property traded in, condemned, or otherwise disposed of. . . . The state agencies may be required to take physical inventory of such properties annually and at such times as the Director may direct'."

To view full policy, definitions, and related documents, see University Policies page <http://www.fhsu.edu/policies/administrative/>.

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



## CELL PHONE POLICY

**Purpose:** University supplied cell phones must support the University's business, improve the employee's ability to do their job, and/or provide efficiency that does not currently exist. University supplied cell phones are limited to only approved employees and are restricted to only use on campus or campus activities. University supplied cell phones support the University's business, improve the employee's ability to do their job, and/or provide efficiency that does not currently exist. University supplied cell phones are limited to approved employees whose position requires them to be immediately available in order to conduct university business while away from a university landline. Approved university cell phones may also be assigned to employee groups who share a cell phone as part of on-call duties. University cell phones are restricted to use on campus or to support campus activities or services or business.

See full policy and agreement form on University Policies page  
<https://www.fhsu.edu/policies/human-resources/index>

Approved by President's Cabinet (09-01-10).  
Revision adopted by President's Cabinet (03-28-18, 08-03-22).

## 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 AND CONTRACTUAL AUTHORITY

### 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 state university 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).

**University Contracts and Contractual Authority Policy Statement**

**Purpose:** 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 to provide a uniform procedure for negotiating and approving of all University contracts.

**Policy Contents:**

Contracts with outside sources

Affiliation Agreements

Construction, Bid or Other Contracts Negotiated through the Department of Administration

Student/Faculty Housing Contracts

Student/Faculty Employment Contracts

Alumni Association

Athletic Contracts

Contract Review

To view full Contract and Contractual Authority policy, see University Policies page [www.fhsu.edu/policies/administrative](http://www.fhsu.edu/policies/administrative).

Adopted by Executive Leadership Team (02-26-16).  
President's Cabinet review, no changes (07-24-19).

**CREDIT CARD SECURITY POLICY**

**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.

**Policy Contents:**

Policy Implementation

Risk Assessment

Risk of Non-Compliance

To view full policy, requirements, and resources, see University Policies page <http://www.fhsu.edu/policies/administrative>.

Adopted by President's Cabinet (05-06-09).

## **DATA CLASSIFICATION POLICY**

**Purpose:** Data and information are important assets of the university and must be protected from loss of confidentiality, integrity, or availability in compliance with FHSU policies, Board of Regents policy, and state and federal laws and regulations.

**Policy Contents:**

- Roles and Responsibilities
- Data Classification Scheme
- Unclassified Data
- Publicly Accessible Data
- Storing and Sharing Internal or Restricted-Use Information
- Amnesty Period for Departments and Individuals

To view full policy statement, definitions and related documents, see University Policies page [www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Adopted by Executive Leadership Team (06-19-17).

## **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).

## Chapter 6 – Business Affairs: General Regulations, Services, and Procedures

### 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

**Purpose:** 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.

### Policy Contents:

- Procedure for Recognition
- Employees Participating in an Educational Travel Experience
- Students Participating in an Educational Travel Experience
- Prior to Departure
- During the Trip
- After the Trip

To view full policy and related forms, see University Policies page [www.fhsu.edu/policies/student-affairs](http://www.fhsu.edu/policies/student-affairs).

Policy and attachments approved by President's Cabinet (12-12-06).  
Adopted by Executive Leadership Team (04-08-16).

## E-MAIL POLICY

**Purpose:** This policy outlines the expectations for the use of electronic mail at Fort Hays State University (FHSU).

### Policy Contents:

- General Use and Ownership
- Faculty and Staff E-mail

Student E-mail  
Internal and Restricted-Use Information  
Academic Freedom

To view full policy, definitions and related documents, see University Policies page  
[www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Approved by Executive Leadership Team (03-31-17).  
Revision approved by President's Cabinet (11-26-18, 03-27-24).

### **ENDPOINT PROTECTION AND CONFIGURATION POLICY**

**Purpose:** The purpose of this policy is to outline the minimum security protections to be employed on all endpoints.

**Policy Contents:**

- Asset Inventory
- Configuration Management
- Change Control
- Virus Protection
- Spyware/Adware Protection
- Personal Firewall Protection
- Backups
- System Patching
- End-of-Life Operating Systems and Software
- System use Notification Banner
- Unattended Computers
- Time Synchronization
- Server Redundancy and Virtualization
- Enforcement

To view full policy, definitions and related documents, see University Policies page  
[www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Approved by Executive Leadership Team (03-31-17).

### **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 with details required by this policy.

Under no circumstance can state funds be used to purchase gifts, prizes, awards or promotional items for employees.

To view full policy and definitions, see University Policies page  
[www.fhsu.edu/policies/administrative](http://www.fhsu.edu/policies/administrative).

Adopted by President's Cabinet (07/13/11).  
Adopted by Executive Leadership Team (02-26-16).

### **INFORMATION SECURITY POLICY**

**Purpose:** This Information Security Policy defines the security requirements that everyone with access to information technology services at FHSU is expected to be familiar with and consistently follow. These security measures are set forth to avoid problems that affect the Confidentiality, Integrity, and Availability of information and systems at the University.

The Policy is an important part of the University's efforts to create a secure environment in which to carry out the mission of the University. Security requires the participation of each constituent who comes into contact with University information or systems.



**Policy Contents:**

- Overall Security Statement
- Responsibilities
- End Point Protection and Configuration
- Protection of University Data
- Account Management
- Passwords
- Contracts with Third Parties
- Enforcement
- Consequences

To view full policy statement, definitions and related documents, see University Policies page [www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Adopted by Executive Leadership Team (06-19-17).  
Revision adopted by President's Cabinet (08-28-19).

**INTERNATIONAL TRAVEL AND ACTIVITIES POLICY**

**Purpose:** Fort Hays State University recognizes the need, benefits and opportunities presented for its employees and students to travel and conduct activities abroad on official university business. This policy is designed to encourage responsible international engagement, help ensure compliance with federal export control laws and regulations and applicable safety, security, and risk management policies and practices maintained by the Kansas Board of Regents and FHSU, and otherwise aid university employees and students in the planning of their international travel and activities when they are conducted on behalf of the university or as part of a university program.

**Policy Contents:**

- International Travel Registration
- Travel to Elevated Risk Locations
- Employees Traveling with or Facilitating Travel for Students
- Extended Travel and Employees/Independent Contracts Working Abroad
- International Accident and Health Insurance and Travel Health Considerations
- Export Controls
- Information Technology and Data Security While Traveling
- IT Loaner Laptop Program
- Foreign Corrupt Practices Act and State Ethics Rules
- International Risk Advisory Working Group
- Training

To view full policy statement, definitions and related documents, see University Policies page [www.fhsu.edu/policies/administration](http://www.fhsu.edu/policies/administration)

Adopted by President's Cabinet (07-26-23).

**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.

## MAIL AND SHIPMENTS, OUTGOING

Postage on all official University mail is paid by the University and charged to the using department's cost center. Outgoing mail should be delivered to the University mailroom prior to 2:00 p.m. to allow sufficient time for processing. All outgoing mail must be accompanied by a completed postage meter card. 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.

Central Purchasing/Warehouse handles all outgoing UPS, FedEx and DHL shipments. On the Central Purchasing web site there is a shipping form to be filled out and attached to the package. When the shipment is ready, call Central Purchasing by 11:00 a.m. to arrange pick up of the outgoing packages. If that deadline is missed, departments have until 2:30 to deliver their packages to the warehouse for same day shipment. Otherwise, the shipment will be shipped the following day.

## 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.

## Chapter 6 – Business Affairs: General Regulations, Services, and Procedures

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 per this policy.

## Chapter 6 – Business Affairs: General Regulations, Services, and Procedures

To view full policy, allowances, and process, see University Policies page [www.fhsu.edu/policies/administrative](http://www.fhsu.edu/policies/administrative).

Approved by Cabinet (01-03-01)

Revised (07-03)

Revision approved by President's Cabinet (12-07-11)

### OFFICIAL TRAVEL

**Purpose:** "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 and international travel. Other provisions and requirements relating to travel by University employees and students may be found in other policies in this Handbook.

#### Policy Contents:

- General Requirements
- In-State Travel Requirements
- Out-of-State Travel Requirements
- Other Policy Matters

To view full policy and related documents, see University Policies page [www.fhsu.edu/policies/administrative](http://www.fhsu.edu/policies/administrative).

Adopted by President's Cabinet (10-11-06).

Adopted by Executive Leadership Team (2-26-16).

Revision adopted by President's Cabinet (02-27-20).

### 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](http://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 (fall, spring, summer), 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 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, Gross Coliseum Operations, 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, furniture moving, and repair, should be submitted to the Physical Plant using the online form <https://fhsu.edu/administrative/physicalplant/physical-plant-work-requests>.

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.

## **PHYSICAL SECURITY OF DATA CENTER AND UNIVERSITY DATA**

**Purpose:** The purpose of this policy is to ensure the physical security of University Data.

### **Policy Contents:**

- Safeguards for all University Data
- Safeguards Specific to the Data Center and Backup Site

To view full policy, definitions and related documents, see University Policies page [www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Approved by Executive Leadership Team (07-17-17).

## **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. Refer to the Office of Purchasing guidelines for detailed information:  
<https://www.fhsu.edu/purchasing/purchasing-guidelines/>.

## **SECURITY AWARENESS AND TRAINING POLICY**

**Purpose:** To help reduce the risk of human error, theft, fraud, or misuse of Fort Hays State University's information assets, all persons having access to those assets should be aware of the role they play in helping maintain the security of those assets. This policy sets out to ensure that everyone is aware of their role and is also intended to help foster an understanding of how the Information Security Policy protects FHSU, its employees, and its students.

### **Policy Contents:**

- Required Training
- Responsibilities
- Consequences

To view full policy, definitions and related documents, see University Policies page [www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Approved by Executive Leadership Team (03-31-17).

## **STATE VEHICLE, OPERATION OF**

**Purpose:** To establish procedures for use of state vehicles.

**Policy Contents:**

- Permissible Use of State Vehicles
- Permissible Use of University Motor Pool Vehicles
- Permissible Passengers in State Vehicles

To view full policy and definitions, see University Policies page [www.fhsu.edu/policies/administrative](http://www.fhsu.edu/policies/administrative).

Approved by President's Cabinet (06/06/01).

Revision approved by Executive Leadership Team (02/26/16).

## **SUPPLIES**

All office supplies are ordered through Central Purchasing, <https://webapps.fhsu.edu/CentralPurchasing/Default> (log in required).

## **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 4:30 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.

## **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.

### **ADVISORS OF STUDENT ORGANIZATIONS**

The University requires all registered student organizations to have at least one on-campus faculty or staff advisor. In this role, an advisor will assist an organization in every way possible to have a strong and effective program. Faculty members are encouraged to serve as advisors and will hopefully enjoy this informal contact with students.

The Student Engagement Office registers student organizations on an annual basis and has a number of resources for campus organizations, including the FHSU Student Organization Handbook. This handbook includes all policies relevant for student groups, as well as useful information about funding, facility use, and more.

### **CHANGE TO OFFICIAL REGISTRATION (Add/Withdrawal)**

#### **Add Policy, On-Campus and Virtual**

Fall and Spring Semesters  
Summer Term  
Procedures

See Change to Official Registration, Adding Courses <https://www.fhsu.edu/registrar/academic-policies-and-information/> or Withdrawal and Add Policy Statement <https://www.fhsu.edu/policies/student-affairs/>.



### **Withdrawal Policy, On-Campus and Virtual**

Fall and Spring Semesters  
Summer Term  
Procedures

See Change to Official Registration, Withdrawing Courses

<https://www.fhsu.edu/registrar/academic-policies-and-information/> or Withdrawal and Add Policy Statement <https://www.fhsu.edu/policies/student-affairs/>.

### **Procedure for Totally Withdrawing from the University.**

See Completely Withdrawing from the University <https://www.fhsu.edu/registrar/academic-policies-and-information/>.

Updated (07-01-07).

Revised Add/Withdrawal Policies approved by President's Cabinet (05-07-14).

### **Withdrawal for Active Military Duty Policy Statement**

See Active Duty in the Armed Forces, Student Called to, [fhsu.edu/policies/student-affairs/](https://www.fhsu.edu/policies/student-affairs/).

Approved by Cabinet (09-05-90). Revised (06-21-96).

## **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**

University employees are subject to all applicable laws, regulations and policies governing their conduct.

### **Student Code of Conduct**

University students are subject to all applicable laws, regulations, and policies, and student conduct matters should be handled in accordance with the Student Handbook

<https://www.fhsu.edu/student-handbook/> and Code of Conduct <https://www.fhsu.edu/judicial/index>.

## **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 registered or not registered 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 unnecessarily or unreasonably obstruct or interfere with 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. Individuals wishing to express their concerns should confer with the Vice President for Student Affairs regarding procedural policy and appropriateness of their proposed actions. For more information refer to the University's policy concerning the Use of Campus Grounds and Facilities.

## **EVALUATIONS OF FACULTY**

### **Administration of Student Evaluations of Faculty Policy**

Student evaluations of faculty are an important element in the evaluation of faculty for course quality, 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. Course evaluations are administered by the Office of Institutional Effectiveness and Quality Improvement (IEQI) using BLUE, an automated web based managed system. Course information is extracted from the course scheduling system and imported in to the course evaluation system. By default, all courses are opted in to the course evaluation system, but department chairs have a window of time during which they can opt out any course under their prevue from being evaluated.
2. The evaluation period for a course is during the two-week period leading up to, but not including finals week (certain exceptions apply on short courses). This period is logically set using the beginning and ending course dates in the course scheduling system.

Every course evaluated uses the same base survey that was approved by Faculty Senate with 3 additional questions added to all FHSU online courses. Additional (optional) questions can be added by the instructor or department chair but those results are not part of the report titled "Individual Course Instructor Short Report (one instructor)" which was developed for tenure and promotion purposes.

3. The faculty member (instructor) does not have access to the student evaluations until two weeks after the end date of the course. 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. Faculty members 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.
4. Course evaluation reports are available through the course evaluation system (BLUE). Reports can be downloaded in PDF form and archived locally.

### **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 registration 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 ASSISTANTSHIPS**

A certain number of graduate assistantships are available each year for qualified graduate students.

See <https://www.fhsu.edu/academic/gradschl/admission/graduate-assistantships>.

## **GRADUATE SCHOOL APPEALS POLICY**

The Graduate School Appeal Policy and appeal form are available at <https://fhsu.edu/academic/gradschl/current-students/appeals/>.

## **HAZING POLICY**

**Purpose:** To protect students from hazing which 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 wellbeing

To view full policy and definitions, see University Policies page [www.fhsu.edu/policies/student-affairs](http://www.fhsu.edu/policies/student-affairs).

Adopted by President's Cabinet (10-12-05).  
Revision adopted by President's Cabinet (11-28-18).

## **MISSING STUDENTS POLICY**

**Purpose:** Policy provides instruction as to whom and when to notify parents/next of kin when a student is determined to be missing from campus.

To view full policy, see University Policies page [www.fhsu.edu/policies/student-affairs](http://www.fhsu.edu/policies/student-affairs).

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).  
Revision adopted by President's Cabinet (10-23-19).

## **NONTRADITIONAL STUDENT SERVICES AND POLICY DOCUMENT**

### **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 apply and pay the application fee on-line at <https://www.fhsu.edu/admissions/admissions-application/>.

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 using the same link noted above.



## **Academic Performance**

See the University Catalog for "Academic Probation and Suspension."

## **Registration**

Many nontraditional students face a time of uncertainty when they first register in college. To help alleviate the anxiety that often occurs during the registration and registration 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 several 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, several 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 registered student. Health and Wellness Services acts as the referral source for these services as well as providing many of the services.

## **Personal Counseling**

Nontraditional students who attend college often have different interests and needs than do typical students. The personal counselors at Health and Wellness Services have 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.

To receive personal counseling at Health and Wellness Services, students must be in the state of Kansas for the duration of their appointment. Personal counseling appointments are available throughout the business day, and requests for evening appointments will be considered on a case-by-case basis. Personal counseling appointments may cover personal and professional concerns, while academic counseling concerning degree programs should be directed to individual student academic advisors. Students can find the individual advisor assigned to them in Workday or by contacting the Registrar's Office. Academic counseling is available for students whether they are choosing single courses or planning individualized programs at FHSU.

## **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 OF STUDENT FINANCIAL INFORMATION POLICY**

**Purpose:** Fort Hays State University (FHSU) has adopted this policy to address and meet institutional requirements and obligations as defined in the Safeguards Rule promulgated under Gramm-Leach-Bliley Act (GLB Act, Sec 16CFR Part 314) (GLBA). The GLBA imposes specific standards and obligations regarding the privacy of certain personally identifiable financial information. FHSU recognizes its obligation to protect the security, confidentiality and integrity of such information and this policy is intended to implement Federal Trade Commission (FTC) requirements in this regard.

To view full policy, see University Policies page [www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Approved by President's Cabinet (06-04-03).

Revision adopted by President's Cabinet (01-30-19).

### **PRIVACY RIGHTS – STUDENT RECORDS FERPA POLICY**

**Purpose:** To establish the University's policy with respect to student's privacy rights under the Family Educational Rights and Privacy Act (FERPA).

**Policy Contents:**

- Notification of Rights Under FERPA
- Student Directory Information

To view full policy, see University Policies page [www.fhsu.edu/policies/student-affairs](http://www.fhsu.edu/policies/student-affairs).

Approved by Cabinet (01-10-90, 03-09-00, 09-02-14, 03-28-18, 12-01-22).

### **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's Office. Undergraduate students from states designated in FHSU's Midwest Student Exchange Program (MSEP) or Contiguous State Resident Tuition Program may also inquire about tuition by contacting the Registrar's Office.

## **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).

## **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. The SGA constitution can be found on TigerLink - <https://tigerlink.fhsu.edu/organization/sga>.

## **STUDENT GRIEVANCES AND COMPLAINTS, POLICY AND PROCEDURES RELATING TO**

Purpose: To establish the procedures relating to the handling of student grievances and complaints

To view full policy and related documents, see University Policies page  
[www.fhsu.edu/policies/student-affairs](http://www.fhsu.edu/policies/student-affairs)

Approved by President's Cabinet (05-08-13).  
Adopted by Executive Leadership Team (08-12-16).  
President's Cabinet review, no changes (07-24-19).  
Revision adopted by President's Cabinet (03-01-23).

## **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 registration 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                     | International student services              |
| Academic success programs             | Library and interlibrary services           |
| Career counseling                     | Memorial Union services                     |
| Career services                       | Orientation and early registration          |
| Counseling services                   | Parking                                     |
| Dining services                       | Personal counseling                         |
| Drug, alcohol and wellness programs   | Residential life                            |
| Exchange programs                     | Services for students with disabilities     |
| Financial aid and scholarships        | Supplemental instruction                    |
| Fiscal services                       | Student Engagement Programs and Initiatives |
| Health services (including insurance) | Tutoring                                    |
| Identification cards                  |   |

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 or participate in class until the instructor has received notification from the Office of the Registrar or the Student Fiscal Services Office.

## **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**

**Purpose:** 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.

### **Policy Contents:**

- General Posting Guidelines
- Permanent Advertising Displays
- BUY, SELL, RIDE AND RENT Bulletin Boards
- Academic and Administration Bulletin Boards
- Residence Halls
- Poster Route
- Kiosks
- Interior Displays (T-Stands)
- Exterior Displays
- Table Tent Displays
- Indoor Banners
- Outdoor Banners
- Lawn Signs
- Chalking
- Digital Signage *See Digital Signage Policy*
- Freedom of Expression Acknowledgement

To view full policy, see University Policies page [www.fhsu.edu/policies/administrative](http://www.fhsu.edu/policies/administrative).

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, 03-28-18, 3-23-22).

## **DIGITAL SIGNAGE POLICY**

**Purpose:** Digital signage can help share information, promote events, provide reminders and in general promote activities across campus with students, faculty, staff and visitors to Fort Hays State University. The purpose of this policy is to ensure accuracy, consistency, integrity and protection of the identity and image of the University by providing a set of minimum standards and guidelines for digital signage.

### **Policy Contents**

- Intended Use
- Content
- Appearance
- Approvals
- Exemptions
- Freedom of Expression Acknowledgement

To view full policy, definitions and related documents, see University Policies page [www.fhsu.edu/policies/info-access](http://www.fhsu.edu/policies/info-access).

Approved by Executive Leadership Team (08-28-17).

## **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.



---

# INDEX

---

---

## 2

2 + 2 Agreement · 55

---

## A

### Absences

Class · 46

Faculty · 44

for Campus Activities · 162

Students · 44

Abuse reporting, child · 2

Academic Appeals, Graduate School · 159

Academic Dishonesty · 29, 45, 153

Academic Freedom · 45

Academic Honesty · 29, 45

Academic Majors, Minors, Emphases · 46

Academic Records Unclassified Personnel ·  
*See* Personnel Files

Academic Services · 29

Accessibility · 19

Accidents · 135

Accidents on Campus · 46

Add Course · 152

### Admission

Programs · 152

Advertising, Website · 28

### Advising · 29

Academic Advisors · 30

Assignment of Advisor · 29

Changing Major · 29

International Students · 30

Advisors, Student Organizations · 152

Affirmative Action · *See* Equal Opportunity  
Employment

Agreement, 2 + 2 · 55

AIDS Policy · 13

Alcohol · 103

Alcohol Policy · 1

Alumni Association · 166

### Animals

Emotional Support · 5

in Research · 98

Annual Leave · 120

Annual Merit · 56, 60, 62

### Appeals

Graduate School · 159

Undergraduate · 155

### Appeals Procedure

Faculty · 7

Non-Tenure · 11

### Appointments · 56

Full-time Faculty · 57

Full-time Temporary · 57

Part-time Temporary · 57

Serving at the Pleasure of the CEO · 56

Supplemental · 87

Teaching Schedules · 58

### Archives · 1

Articulation · *See* Transfer and Articulation  
Policy

Artist-in-Residence · 58

Assessment Activities · 161

Assignments, Timely Grading · 48

Assistantships, Graduate · 159

Attorney General Opinions · 1

Awards · 144

---

## B

### Background Checks

Employee · 3

Students in Clinicals · 4

Ban from Campus · 2

Basic Retirement · 131

Bereavement Leave · 120

Bicycles, Use of · 26

Blackboard Course Creation · 30

Budget · 135

Building  
Access · 135  
Evacuation · 6  
Key System · 135  
Maintenance and Repair · 149  
Off Campus Requests · 2  
Scheduling · 2  
Supervisors · 135  
Business Office · 136  
Bylaws, Faculty Senate · 33

---

## C

Campus Activities  
Absence Reports · 162  
Campus Directory · 1  
Campus Facilities, Use of · 2  
Campus Posting Policy · 167  
Campus Safety · 24  
Cancelling classes, weather · 15  
Candidate Travel and Subsistence · 89  
Capital Assets · 136  
Cash Receipts, Deposit · 139  
Catalog, University · 27  
Cell Phone Policy · 137  
Central Purchasing · 151  
Chairs and Equipment, moving · 137  
Cheating · 29, 46, 153  
Checks, Payroll · 111  
Child sexual abuse reporting · 2  
Chronic Low Performance · 98  
Class  
Absences · 46  
Hours · 46  
Record · 46  
Schedule · 46  
Class Program, Student's · 46  
Closure of Accounts and Projects,  
Resignation · 131  
Code of Conduct  
Regents Regulations · 153  
Student · 153  
Code of Ethics · 99  
College Honors · 47  
Commencement · 99  
Communications with the Board · 2  
Community Activities · 102  
Competency, Language · 59  
Complaint  
Discrimination/ Harassment · 5  
Student · 163  
Title IX · 26  
Complimentary Book Copies · 107  
Compulsory Attendance · 47  
Computer Security · 141  
Computing Resources, Use of · 2  
Conduct, Disorderly · 153  
Conflict of Interest · 100  
Financial · 109  
Reporting Procedures · 100  
Conflict of Interest, Employment · *See*  
Nepotism  
Conflict of Time · 100  
Reporting Procedures · 100  
Consensual Relationships Students · 102  
Consulting and Other Employment · 100  
Contact Information, Emergency · 24  
Contracts  
Off-Campus Agencies · 137  
Unclassified Contract Policy · 90  
Copyright Act · 47  
Course  
Add · 152  
Approval of New · 50  
Withdraw · 153  
Course Creation, Blackboard · 30  
Credit Card, Gasoline · 144  
Credit Card Security · 138  
Credit Hour · 31  
Crime Reporting · 3  
Crime Warning · 27  
Criminal Background Checks  
Employees · 3  
Students in Clinicals · 4  
Crowdfunding · 136

---

## D

Data Classification · 139  
Data Security · 149  
training · 150  
Dean's Honor Roll · 47

- Degrees
  - Graduate · 50
  - Posthumous · 22
  - Undergraduate · 50
- Departmental Review · 154
- Departments, Approval of New · 51
- Deposit Cash Receipts · 139
- Discontinuance, Undergrad Programs · 51
- Discrimination · 19, 157, 163, 165
  - Complaint · 4
- Dishonesty, Academic · 29, 45
- Disorderly Conduct · 153
- Disruptive Behavior · 45
- Dissent and Protest · 154
- Distinguished Professorship · 58
  - Regents · 85
- Drug Policy · 103
- Drug-Free Workplace · 103
- Dues, Professional · 112
- Duties, Faculty · 60

---

## **E**

- Educational Travel · 140
- E-mail, use of · 140
- Emergency
  - Contact Numbers · 24
  - Notification System · 27
  - Phone Locations · 25
- Emeritus Faculty · 58
- Emotional Support Animal · 5
- Employment · 6, 19, 57
  - Non-U.S. Citizen · 6
  - Policies of Board of Regents · 99
  - Relatives · *See* Nepotism
- Endowed Appointments · 58
- Endpoint Protection · 141
- Energy Conservation · 6
- Enrollment, add/withdrawal · 152
- Environmental Safety · 149
- Equal Opportunity Employment · 6, 19
- Equipment Return, Resignation · 131
- Ethics · 99, 146
- Evacuation · 6
- Evaluations of Faculty · 154
- Executive-in-Residence · 58

- Exit Interviews · 131
- Export Controls · 103
- Extramural Funding · 103

---

## **F**

- Facilities
  - Off Campus Requests · 2
  - Permission for Use Procedures · 2
  - Planning · 141
  - Scheduling · 2
  - Use After Closing Hours · 2
- Faculty
  - Absences · 44
  - Appeals · 7
  - Duties · 60
  - Emeritus · 58
  - Endowed Appointment · 58
  - Evaluations · 154
  - Faculty Senate Bylaws · 33
  - Faculty Senate Standing Rules · 43
  - General Faculty Meetings · 107
  - Handbook · 7
  - Hearings · 7
  - Hiring of · 59
  - Office Hours · 47
  - Office Space · 104
  - Pay Period · 59
  - Political Activity · 22
  - Recruitment · 19
  - Service · 61
  - Terminal Degree Assistance · 104
  - Visiting · 97
- Faculty Approval Policy and Process · 59
- Faculty Senate
  - Committees · 39
  - Meetings · 37
  - Officers · 35
  - Referendums · 42
  - Representation · 33
- Faculty-Authored Textbooks · 32
- Faculty-Led Study Abroad · 54
- Family Medical Leave · 121, 124

## Fees

- Copies of Public Documents · 23
- Non-Payment of · 165
- Resident · 113
- Student · 165
- FERPA · 162
- FHSU Online · 50
- Salaries · 87
- Final Exam Schedule · 47
- Financial Aid · 163
- Financial Conflict of Interest · 109
- Financial Information, Students · 162
- Fire · 142
- Firearms and Munitions · 13
- Foundation, FHSU · 168
- Fringe Benefits · 142
- Fulbright Grant Leave · 122
- Funds, Crowdfunding · 136
- Furloughs, Unclassified Staff · 97

---

## G

- Gasoline Credit Card · 144
- General Faculty Meetings · 107
- Gifts · 144
- Gifts And Hospitality · 107
  - Complimentary Copies · 107
- Gifts, Employees · 107
- Government, Student · 163
- Grades · 48
  - Incompletes · 48
  - Reporting · 48
  - Timely · 48
  - Undergraduate Grade Appeals · 155
- Graduate
  - Assistantships · 159
  - Credit · 48
- Graduate Council · 51
  - Committees · 51
- Graduate Faculty · 51
- Graduate School
  - Academic Appeals · 159
  - Operating Paper · 51
- Grass areas, use of · 2
- Grievance Protection · 119
- Grievance, student · 163

## Gun Policy · 13

---

## H

- Handbook · 7
- Harassment · 13, 157
  - Complaint · 4
  - Violence · 26
- Hazing Policy · 160
- Health Care Bridge · 134
- Hearings
  - Faculty · 7
  - Non-Tenure · 11
- Hiring of Faculty · 59
- HIV/AIDS Policy · 13
- Holiday Observations · 108
- Honesty, Academic · 29
- Honor Roll · 47
- Honorariums · 14
- Hospitality · 20
  - Employees · 107
  - Official · 20
- Hours, Administrative Offices · 1
- Human Subjects Research · 108

---

## I

- Identification Cards · 109
- Identity Theft Prevention · 14
- Inclement Weather · 15
- Information Security · 139, 144
- Instructional
  - Activity · 61
  - Procedures · 44
  - Programs · 50
- Insurance
  - Disability · 143
  - Health · 142
  - Life · 142
- Intellectual Property Policy · 15
- International Students · 30
- International Travel · 145
- Inventories · 136

---

**K**

Key System · 135

---

**L**

Language Competency · 59

Leave · 120

    Annual · 120

    Bereavement · 120

    Family Medical · 121, 124

    Fulbright Grant · 122

    Military · 122

    Parental · 123

    Reporting · 18

    Sabbatical · 125

    Sick · 126

    With Pay · 122

    Without Pay · 122

Legal Defense of State Employees · 109

Liability Insurance, State Vehicles · 146

Library Services · 29

Loan Agreement, PhD assistance · 104

Lost and Found · 18

---

**M**

Mail · 146

Maintenance, Building · 149

Major, Changing · *See* Advising

Mediated Instruction Ownership · 17

Medical Incidents · 135

Merit · 56

    Annual · 62

Military Leave · 122

Misconduct In Research · 110

Missing student, notification of · 160

Motor Pool · 151

Moving Chairs and Equipment · 137

---

**N**

NACUBO · 146

Nepotism · 18

News Releases · 19

No Credit Policy · 49

Non-Discrimination · 19

Non-Tenured, Hearings and Appeals · 11

Nontraditional Students · 160

---

**O**

Oath Of Office · 110

Off Campus Agency Contracts · 137

Office of Scholarship and Sponsored  
    Projects · 51

Office Space

    Faculty · 104

    Modifying · 147

Overload Salaries · 86, 87

---

**P**

Parental Leave · 123

Parking · 148

    Visitor · 151

Participant Support Costs · 110

Part-Time Salaries · 86

Pass/No Credit Grades, Transfer · 49

Pass/No Credit Policy · 49

Patent Ownership · 16

Pay Period · 59

Pay Reductions, Unclassified Staff · 97

Payroll Checks · 111

Personnel Files · 111

    Copies · 111

Petitions, Employment-Related · 20

Phased Retirement · 132

PhD Assistance · 104

Phone Calls, Long Distance · 18

Phone Locations, Emergency · 25

Photocopying · 47

Physical Plant · 149

    General Services · 149

Plagiarism · 29

Police, University · 151

Policy

    Development · 21

    Publication · 22

    Review · 22

- Political Activity
  - Faculty · 22
  - State Employees · 111
- Possession of Firearms and Munitions · 13
- Post Tenure · 79
- Postage · 146
- Posthumous Degrees · 22
- Posting
  - Campus · 167
  - Digital Signs · 167
- Printing Services · 150
- Privacy
  - Rights · 162
  - Student Financial Information · 162
- Prizes · 144
- Probation, Student · 152, 164
- Professional Dues · 112
- Professors, Special Adjunct · 57
- Program Discontinuance Undergrad · 51
- Program Specialist · 79
- Program, Approval of New · 50
- Promotion · 60, 63
  - File · 67
  - Procedures · 64
  - Qualifications · 63
  - Schedules · 78
  - Stipend · 69
- Promotional Items · 144
- Protest · 154
- Public Documents, copies of · 23
- Public Relations · 23, 166
- Purchasing Procedures · 150

---

## **R**

- Reassigned Time · 127
- Record, Class · 46
- Recruitment, Faculty · 19
- Recruitment, Vacant Positions · 84
- Regents
  - Distinguished Professorship · 85
  - Policies and Procedures · 24
- Registration, add/withdrawal · 152
- Repair, Building · 149
- Reporting child sexual abuse · 2
- Reporting Crimes · 3

- Research · 61
  - Animals · 98
  - Human Subjects · 108
  - Incentives · 103, 113
  - Misconduct · 110
- Resident, Fees · 113
- Resignation · 130
  - Closure of Accounts and Projects · 131
  - Equipment Return · 131
  - Exit Interviews · 131
  - Notification · 130
- Retirement · 131
  - Basic Retirement · 131
  - Health Care Bridge · 134
  - Phased Retirement · 132
- Rules, Faculty Senate · 43

---

## **S**

- Sabbatical Leave · 125
- Safety
  - Environmental · 149
  - Workplace and Campus · 24
- Salaries
  - FHSU Online · 87
  - Non-discrimination · 19
  - Replacement, Part-Time · 86
  - Seasonal · 87
  - Summer · 89
  - Supplemental Appointments · 87
- Schedules
  - Class · 46
  - Promotion · 78
  - Tenure · 78
- Scheduling Facilities · 2
- Scholarly activity · 61
- Scholarships · 163
- Search Committee Checklist · 84
- Seasonal Salaries · 87
- Security
  - Computer · 141
  - Data · 139, 149
  - Hardware · 149
  - Information · 144
  - Training · 150
- Service, Faculty · 61

Services, Academic · 29  
Sexual Harassment · 13, 26  
Shipments, outgoing · 146  
Sick Leave · 126  
Signage, digital · 167  
Skateboards, Use of · 26  
Skates, Use of · 26  
Software Copyright Ownership · 16  
Solicitation on Campus · 2  
Special Adjunct Professors · 57  
Sponsored Projects · 113  
    Funding · 103  
Sponsors, Student Organizations · 152  
Staff, Unclassified Professional · 91  
State Employees, Legal Defense · 109  
State Vehicles, Liability Insurance · 146  
Students  
    Absence Participation Reports · 162  
    Absences · 44  
    Canceled Registration for Non-Payment · 165  
    Class Program · 46  
    Code of Conduct · 153  
    Complaint · 163  
    Consensual relationships involving · 102  
    Directory · 162  
    Financial Information · 162  
    Government · 163  
    Grievance · 163  
    Nontraditional Student Services · 160  
    Organization Advisor / Sponsor · 152  
    Organizations · 163  
    Probation · 152, 164  
    Services · 164  
    Social Events · 163  
    Tuition and Fees · 165  
    Undergraduate Grade Appeals · 155  
Study Abroad · 54  
Substance Abuse Policy · 114  
Summer Session · 89  
    Salaries · 89  
Supplemental Salary Requests · 103  
Supplies · 151  
Suspension · 152

---

## T

Teaching Schedule · 58  
Tenure · 60, 70  
    File · 75  
    Procedures · 72  
    Schedules · 78  
Terminal Degree Requirements · 116  
Terminal Degree Support · 104  
Textbooks  
    Change or Adoption · 46  
    Faculty-Authored · 32  
Threat Assessment Team · 24  
Threat Notification · 27  
Tiger Card · 118  
Tiger Media Network · 19  
Timely Grading of Assignments · 48  
Timely Warnings · 27  
Title IX · 26  
Tobacco Usage · 27  
Traffic · 148  
Transfer  
    Credit · 55  
    Pass/No Credit Grades · 49  
Transfer and Articulation Policy · 55  
Travel · 148  
    Candidate · 89  
    Educational · 140  
    In-State Travel Requirements · 148  
    International · 145  
    Official · 148  
    Out-of-State Travel Requirements · 148  
    State Vehicle Use · 151  
Tuition  
    Out of State Programs · 162  
    Resident · 162  
    Student · 165  
Tuition Assistance · 27  
    Terminal Degree · 104

---

## U

Unclassified  
    Contract Policy · 90  
Unclassified Professional Staff · 91

Unclassified Staff Furloughs or Pay  
Reductions · 97  
Undergraduate Grade Appeals · 155  
Undergraduate Programs  
Discontinuance · 51  
University Archives · 1  
University Communications · 19  
University Name, Use of · 100  
University Police · 151  
Use of Campus Facilities · 2  
User Fee · 28

---

## **V**

Vacant Positions Recruitment · 84  
Vehicle, Use of · 151

Visiting Faculty · 97  
Visitors, Reception of · 168

---

## **W**

Weapons, Possession of · 13  
Weather Cancellation · 15  
Website Advertising · 28  
Whistleblower · 119  
Withdrawal  
Course · 153  
from University · 153  
Military · 153  
Workers Compensation · 135, 144  
Workplace Safety · 24