Wichita State University

Fairmount College of Liberal Arts and Sciences

Essential Information for Working with the Dean's Office

Academic Year 2016-2017

Introduction

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

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Matson, Ron	Dean	ron.matson@wichita.edu (316) 978-6659	• Council of Chairs and Directors • College Council • Tenure and Promotion • Budget • Development
Fleming- Randle, Marché	Assistant to the President for Diversity, Senior Assistant Dean	marche.fleming-randle@wichita.edu (316) 978-6659	• Student appeals • Student conduct • Liaison for Admissions, community colleges and disability services • Student/faculty issues • SGA advisor
Glenn, Carey	Coordinator of Concurrent Enrollment	carey.glenn@wichita.edu (316) 978-7675	• Liaison to department chairs for concurrent enrollment course requests and teacher approval • Concurrent enrollment visits • General advising for concurrent enrollment students
Koeber, Chuck	Senior Associate Dean and Associate Professor	chuck.koeber@wichita.edu (316) 978-6660	• State budget allocation • Course scheduling • College Curriculum Committee • Assessment • Lecturer and GTA staffing • Start-ups and research funds • Strategic Planning
Miller, Cheryl	Senior Assistant Dean	cheryl.miller@wichita.edu (316) 978-6659	• Liaison to the dean • College public relations, publication edits and revisions • College tenure and promotion process • Faculty governance • Posthumous degrees and commencement • Faculty development (sabbaticals and internal grants) • Teacher education/licensure • Letters of offer

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

Mundus, Erin	Budget Manager	erin.mundus@wichita.edu (316) 978-6660	• Billing • Accounts Receivable • Office databases • Travel • Start-ups and research funds • OHR and ePaf paperwork • State budget management
Smetak, Kelley	Administrative Specialist	kelley.smetak@wichita.edu (316) 978-6659	• Campus visit coordinator • Conference room scheduling • Reception and office supplies • Supports College Curriculum Committee • Fairmount College Advisory Council
Weathers, Candice	Assistant to the Dean	candice.weathers@wichita.edu (316) 978-6656	• College scholarship awards • Foundation funds • Searches • Dean Matson's assistant

Essential Information from the Staff of the Dean's Office

- If you have a question and do not know whom to ask, contact Candice Weathers (x6659).
- If you need to meet with the dean, contact Candice and schedule an appointment in advance. Although the dean has an open door policy, he is often busy all day with previously scheduled commitments.
- Work through the dean to communicate and coordinate with the Office of Academic Affairs (and other units on campus if necessary). Failure to do so can leave your dean (and his office) out of the loop and unable to provide you with advice, support, and assistance.
- Don't shoot the messenger. If there are problems or issues, please be courteous and instruct your faculty, staff and students to do the same. Typically, the person answering the phone or receiving you in the Dean's Office is the person who can help solve a problem, and is not the cause of it.
- Know the duties of your staff and administrative assistants. When signing and approving paperwork, know what to double check. For example, failure to be familiar with paperwork that your staff and administrative assistants produce or should be producing can result in unintended consequences (e.g., your funds being unintentionally exhausted).
- Make sure your administrative assistant is trained in all areas appropriate to their position. Consider your time spent training her or him as an investment that will pay off.

Ron Matson

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

- Overall administration of college
- Council of Chairs and Directors
- College Council
- Tenure and Promotion
- Budget
- Development

- Fairmount College of Liberal Arts and Sciences takes pride in being the foundation and core of learning at Wichita State University. Chairs and directors play a critical role in administering the processes and programs of the college. In fact, chairs and directors have the delicate position of managing peers; making decisions regarding annual reviews of faculty and staff; making tenure and promotion recommendations; and guiding the informal dynamics of daily operations in the unit. Clearly, this is a challenging situation and the LAS Dean's Office is here to support you.

- This manual is designed to help you access the personnel in the LAS Dean's Office who can most likely resolve issues that arise. Please familiarize yourself with the contents of the manual, keep it for future reference and reach out to the LAS staff as needed.

- The LAS Dean's Office staff has worked hard to become an efficient, responsive team with a student focus, all the while knowing that quality faculty and staff are the center of our collective enterprise. We value you and your work; we hope you will reciprocate. Respect is the lifeblood of healthy organizational cultures, and Fairmount College is the leader in understanding and unfolding all the soft skills that make organizations work smoothly.

- You, as chairs and directors, are invited to a collegial engagement with the LAS Dean's Office. We are allies in accomplishing the student-centered goals we share.

Marché Fleming-Randle

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

Ten Best Practices for Preventing and Addressing Academic Dishonesty

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

- Make sure that students understand the value of honesty and integrity and hold cheating in low regard.
- Use positive terms when discussing how to avoid plagiarism (e.g. "Give credit to those whose work you refer to.").
- Discuss and define plagiarism and types of academic dishonesty within that class (i. e. define on what assignments collaboration is useful and acceptable).
- Students must understand what academic dishonesty is and what is to be gained by striving to eliminate it.
- Instructors/professors should stress academic honesty in their classroom from the very first day. They should list it on their syllabus, discuss it, and define the following items:
    - The institutional definition of academic dishonesty.
    - The institution's penalty for committing academic dishonesty.
    - The instructor's/professor's penalty for any cheating, plagiarism, as it affects the grade and completion of the course.
- Design a syllabus that clearly lays out goals and expectations ahead of time.
- During the 2015-2016 academic year, Marché handled 121 grade appeals, 87 student issues and 98 cases of academic dishonesty.
- Please help resolve as many complaints as possible before they arrive at her office by making sure that students are familiar with and follow the standard procedure when they encounter an issue:
    - Students should first address the issue with their instructor/professor.
    - If it is not resolved, students should address it with the department chair.
    - If it is still not resolved, students should address the issue with Marché.
- Document all issues and make sure you keep the Dean's Office informed.
- Last, but not least, be firm and fair.

Student Consent Form

WICHITA STATE UNIVERSITY
STUDENT CONDUCT AND COMMUNITY STANDARDS

Every decision is a choice. What's yours?

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

Name:

Address:

MyWSU:

Phone:

E-Mail:

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

Name of Recipient:

Address:

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

- ☐ Family communication
- ☐ Employment
- ☐ Admission to an educational institution
- ☐ Other:____

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

____ ___________________
Student Signature Date

____
Printed Name (student)

If you have any questions abut reviewing your records please contact SCCS at (316) 978-6681.

Student Issue Form

Fairmount College of Liberal Arts and Sciences
Student Issue Form

DATE: ____________________ TIME: ____________________

NAME: ____

MY WSU ID: ____

EMAIL: ____

PHONE: ____

◯ GRADE APPEAL
◯ INSTRUCTOR ISSUE
◯ OTHER ____________________

◯ SPOKE WITH INSTRUCTOR
◯ SPOKE WITH DEPARTMENT CHAIR/DIRECTOR

Department: ____________________ Course ____________________ Instructor ____________________

DESCRIPTION OF ISSUE:

ADDITIONAL NOTES (for office use only)	

Academic Appeal Form

WICHITA STATE UNIVERSITY

Last Name First Middle My WSUID

( ) -

Signature Telephone Number

Address: Street or P.O. # City State Zip Code

E-mail address

Date of Appeal

Semester Course Taken

Department

Level and Title of Course (i.e., English 101)

Section Number

Instructor

Please explain clearly, the reasons for requesting a change of grade. Present all the evidence that you possess that is pertinent to any such request. You may arrange to have witnesses or counsel from the faculty, staff, and/or student body of Wichita State University appear with you at the hearing or submit written affidavits in your behalf. Please present evidence on an additional sheet or sheets and attach them to this form. See the Wichita State University Policy and Procedures, **2.03 / Court of Student Academic Appeals** information sheet for more detail. **The Appeal form and documentation should be returned to the Associate Vice President for Academic Affairs office in Morrison Hall, Room 109.**

Signature of **Instructor**: ______________________________

I have discussed this case with the student and have sent a written response to the student regarding this appeal Yes☐ No☐. I have the following comments:

Signature of **Department Chair**: ______________________________

I have discussed this case with the student Yes☐ No☐, with the Instructor Yes☐ No☐, and have the following comments:

Signature of the **College Dean** (or Dean's Representative): ______________________________

I have discussed this case with the student Yes☐ No☐, with the Instructor Yes☐ No☐, with the Department Chair Yes☐ No☐, and have the following comments:

Signature of the **Student**: ______________________________

I have consulted with the Student Advocate Yes☐ No☐, or wave the right to consult with the Student Advocate Yes☐ No☐, and have the following comments:

Desired outcome: ______________________________

Carey Glenn

Contact Carey if you need assistance with or have questions about concurrent enrollment course requests and teacher approval.

Concurrent enrollment

- Wichita State offers concurrent enrollment courses in several school districts. In these settings, a high school faculty member teaches a college-level course to high school students at the high school during the regular high school day.
- A high school faculty member must hold a master's degree or higher in a discipline than that in which he or she is teaching, or have a master's degree and have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.
- Courses administered through a Concurrent Enrollment Partnership shall be university/college catalogued courses with the same departmental ID, course descriptions, numbers, titles and credits. Courses must have been approved through the curriculum approval process of the postsecondary partner institution.
- Concurrent enrollment students are assessed using the same methods (i.e., papers, portfolios, quizzes, labs) as students in on-campus sections. Yearly concurrent enrollment assessment reports for all participating departments are due to Carey Glenn the second Friday of September.
- High school students who wish to participate must meet the following criteria:
    - Be a sophomore, junior, or senior in high school;
    - Have a cumulative high school GPA of 3.00 or higher;
    - If any WSU classes have been taken previously, have a cumulative WSU GPA of 2.00 or higher;
    - Meet any additional prerequisites for specific courses. This may include ACT scores, passing the WSU department final, or achieving a minimum grade in the course.
    - Students must meet the above requirements at the time of the WSU enrollment visit. Each high school may set additional standards exceeding these requirements.
- For more information, visit wichita.edu/concurrent

Chuck Koeber

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

- State budget allocation
- Course scheduling
- College Curriculum Committee
- Assessment
- Lecturer and GTA staffing
- Start-ups and research funds
- Strategic Planning

Scheduling Courses

- Strive for a schedule that maximizes meeting needs of student's, while also attempting to maintain balance across days and times. Keep in mind special populations of students who may need courses taught at times that are out of the ordinary. Consider offering online or night courses when a sufficiently large number of students will enroll in them. Your goal should be to offer a balanced schedule in which all course sections are full to mostly full. Avoid scheduling low-enrolled courses. If a faculty member repeatedly teaches a course that does not attract sufficient numbers of students, work with her/him to improve or more effectively advertise the course. Or, encourage him/her to prepare a new course.
- Please ensure that each faculty member teaches a full course load. If your department offers courses that are either in high demand by students or required for your majors, and cannot be taught within existing loads of your faculty, you can request funding from the Dean's Office for lecturers to teach these courses. Shortly after the Registrar has sent out instructions for course scheduling each term, you will receive a memo and instructions for making lecturer requests from Chuck Koeber. Request lecturers when you are confident that the course will enroll well. Use the following guidelines:
- Since faculty are typically not on contract during the summer, funding of summer instruction works differently than during spring and fall. The formula used to allocate summer funding awards a portion of the LAS summer budget to each department based upon the rolling average share of credit hours in the college it has produced over the previous five summers. Again, you will receive a memo from Chuck that contains instructions as well as the amount of summer funds you may expend.
- Work with Augustine Iacopelli to schedule courses at West and Michael Yeung at South to schedule courses at these locations. Courses at West and South, which are currently funded by West and South, do not count against your LAS lecturer allocation. Also communicate with Augustine and Michael about course cancellations, staff changes, or anything that affects the logistics of course scheduling on the satellite classes.
- West and South use a standardized pay matrix to determine pay of instructors who teach at South and West campuses. It was developed in consultation with the Dean's Office to approximate the amount that is paid on the main campus. Make sure to add $50 per course credit hour to the pay of your satellite instructors, a courtesy payment that is made in exchange for their extra effort to travel to and teach at the satellite campuses.
- All appointment paperwork should be charged to the professor/instructor's home department. LAS funding or reimbursement from West, South or other third parties will occur thereafter.

Research Post-award/Start-up Funds

- Faculty with startup funds may contact Chuck or Erin Mundus if they have questions about their funding.

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

Assessment of Student Learning Outcomes

Annual reports are due to Chuck in mid-September.

- Departments complete a self-assessment of all their programs every three years using the template supplied by Associate Provost Richard Muma. Go to the Program Review webpage to get the template, the timeline, and tips for establishing measurable learning outcomes and reporting them.
- Departments offering concurrent enrollment courses must include assessment information in the three-year template, as well as collect information on a yearly basis. Concurrent enrollment reports should be sent to Carey Glenn, Coordinator of Concurrent Enrollment.

Cheryl Miller

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

- Determining issues to be brought to the dean in consultation with the department chair or director
- Organization of the college tenure and promotion process
- Faculty governance committees and annual college faculty elections
- College publications including the newsletter, website, catalog, fact sheets and college viewbook
- Posthumous degrees
- December and May commencement ceremonies
- Watkins Visiting Professorship Lecture Series publicity and dinners
- Barrier Award process, internal grants and sabbaticals
- Teacher preparation/licensure

Tenure and Promotion Process

- Be sure to follow the tenure and promotion calendar closely. It may be found in the WSU Policies and Procedures Manual.
- Policies regarding the tenure, promotion and professor incentive review process may be found on the college tenure and promotion webpage.
- The department chair will write two statements that appear in the primary dossier.
  - The first is the chair's statement on the role of the faculty member in the department/unit within the university. This is a non-evaluative statement. It appears in the body of the primary dossier after the candidate's statement on his/her role in the department/unit within the university.
  - The second document is the chair's evaluative statement. It is placed after the department committee's evaluative statement. Both evaluative statements appear before the primary dossier and after the departmental cover sheets.
- The candidate will sign the departmental level cover sheets in the Dean's Office.
- Please do not bring candidate files to the Dean's Office ***until they are requested.***

Letters of Offer

- Letters of offer are drafted and sent through the Dean's Office.
- Letters are drafted according to requirements set by the Office of Academic Affairs and Human Resources. Letters will not be drafted until the candidate has successfully passed a background check.
- Please provide the following information to Cheryl when requesting a letter of offer:
  - Name of candidate
  - Home address of candidate
  - Position title
  - Faculty or unclassified professional
  - Full-time or part-time status
  - Start date
  - Rank and any prior service credit
  - Salary
  - Responsibilities in teaching, research, service and administration.
  - Special arrangements such as moving, start-up funds, summer teaching and research/teaching assistants.

Faculty Governance Committees and Elections

- The college governance document describes each of the committees related to the functioning of the college. It may be found on the college governance webpage

- The document also describes the electorate's eligibility for participation on each committee.
- Elections for the college Tenure, Promotion and Appeals Committee; Faculty Support and Fellowship Awards Committee; and Admissions and Exceptions Committee take place during the spring semester.
  - Elections begin in February for the college Tenure, Promotion and Appeals Committee.
  - Department chairs will be asked to caucus or appoint representatives for the College Council and for the College Curriculum Committee as their department representative's term ends.

College Newsletter

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

Catalog Revisions

- Undergraduate and graduate catalog revisions are based upon approved actions by the curriculum processes at the department, college and university levels. Courses and program changes that have been approved through the curriculum process will be added to the catalogs.
- Departments will be asked each January to proof the content of their department's catalog copy for the upcoming academic year. Cheryl will make appropriate edits.

Commencement

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

Posthumous Degrees

- Notify Cheryl upon learning an LAS student has died.
- Cheryl will work with the LAS Advising Center and the appropriate academic department to determine if the student is eligible for a posthumous degree.
- Upon the recommendation of the student's major department to award a posthumous degree, Cheryl will contact the family to ascertain their wishes and then will forward an appropriate recommendation to the Provost and Senior Vice President with a copy to the Registrar.
- Cheryl will communicate details about the commencement ceremony and obtaining the diploma with the family.

Erin Mundus

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

- Billing
- Accounts Receivable
- Office databases
- Travel requests and LAS travel policy
- Start-ups and research funds
- OHR and ePaf paperwork
- State budget management

Budgeting GU and RU Funds

- In general, you will work with two primary categories of state funds. The first are "General Use" (GU) funds. (GU) funds are budgeted each fiscal year and placed in your department accounts. [Note that the State of Kansas fiscal year begins July 1 and ends June 30th of the following calendar year.] The most common expenditures in departments are made using GU funds in controllable Overhead and Operating Expenses (OOE) accounts. OOE is used to fund office expenses and recurring monthly expenses (e.g., phone) as well other types of non-monthly expenses (e.g., faculty travel). It is vital that you understand and learn how to manage your department OOE. On the other hand, GU *salaries* for faculty, unclassified support staff, and other types of regularly budgeted employees, are committed prior to the start of the fiscal year and managed by the WSU Budget Office. The Dean's Office will work with you to fund with GU your lecturers and GTAs, which make use of funds in the controllable salaries category.
- The second category of state funds is "Restricted Use" (RU) funds, which come into your department as revenue. The most common types of RU are Foundation Funds, which become RU once you have transferred them, for example, from your Foundation Telephone Campaign to your department RU fund. Revenue from student fees constitutes another common source of department RU revenue. Some departments receive RU as a portion of indirect costs allocation, which is derived from research grant activity in your department. Note that although the term "Restricted" in "Restricted Use" funds seems to imply rigidity and limitation in the use of RU funds, in reality you can use RU for a great variety of needs; don't be confused by this confusing terminology.
- An important distinction between GU and RU is that unspent RU carries forward to the next fiscal year. GU funds, on the other hand, do not carry forward and all unspent GU is collected by the college and/or WSU at the end of the fiscal year. Therefore, the best practice in spending GU and RU is to expend all GU without exceeding budget, while conserving a reasonable amount of RU, if possible, for expenses that can't be covered by another source. Some examples of typical RU department expenditures include supplemental funding for faculty development activities and faculty travel. Some departments use RU to fund guest speakers or small conferences. You can also supplement other areas of your OOE where more funding is needed and may not be available from other sources, such as purchasing new or additional computers or office furniture.
- To keep track of your GU OOE funds, estimate your income and expenses. Base your estimate upon the amounts during recent years while also taking into account greater or lesser costs of current items that differ from previous years. Use a spreadsheet to make a commitments budget, which consists of a list of expected expenses that must, at the end of the fiscal year, balance with your budget. Each month update the commitments budget to ensure you are on track to finish the year with a positive balance, given remaining expenses and income. If you are not on track, make adjustments by reducing or eliminating one or more upcoming expense(s) and/or securing more revenue. On a monthly basis, keep track of your current balance and your Overhead and Operating Expenses (do this more often near the end of the fiscal year as you attempt to spend down your OOE). You may also want to do this with your RU fund(s).

- Access Reporting Services FCD00100 - Organization Financial Report to view your balances. Your OOE balance can be found on the first page of the report in the row labeled "Subtotal Controllable OOE" and the column "Net Available Budget."
  - Access Reporting Services and use FCD00120 - Organization Transaction Detail Report to check expenses except for budget adjustments.
  - Access Self-Service Finance to execute a budget query to "drill down" to view information about budget adjustments, which are not, listed on transaction detail reports.
  - Each month update how much you have, and how much you need.
- Check your department RU fund with the same FCD00100 report. The "Cash Balance" is always "the bottom line" with regard to availability of funds. Beware of dollar amounts listed in "Original Budget" and "Current Budget" columns as they pertain to OOE RU funds. Unlike OOE GU funds, which accurately show the amount of actual budgeted funds for the current fiscal year, RU numbers in the "Original Budget" column may have no relationship to the actual amount of funds that are or will become available, as the amounts in these columns may have carried over from what was entered during a previous year, by a current or previous department Chair. Depending on the amount of your RU balance and how often you spend your RU fund(s), you may want to change the "Original Budget" amounts in your RU budget. You can do this through the WSU Budget System at the end of the each fiscal year (typically in May), after completing budget training and during which time the Budget Office permits you to access and make changes to your budget for the following fiscal year.
- When RU funds are deposited, they are placed in a revenue code and reflected in the cash balance. However, to make these funds available to spend, you must complete and send to the Dean's Office a budget adjustment form to move the funds into an expense code.
- Budget your OOE for the year and if you will have excess funds, make a wish list of items (such as PCs) that can be quickly and easily purchased at the end of the fiscal year. Remember that purchasing deadlines arrive quickly near the end of the fiscal year and may prevent you from making intended purchases. Pay attention to e-mail from the Office of Financial Operations, which will list deadlines for making purchases.
- At the end of the fiscal year, don't forget to take into account in your OOE budget, travel expense reimbursements, which will be deducted when faculty (or travel delegates) complete their travel vouchers. LAS will have deposited travel funds into your account for this travel, but these funds will be withdrawn when each faculty member is reimbursed. If you forget that these funds will be deducted, you may be under the impression that you have more to spend for the duration of the year than is the amount you actually have when accounting for unclaimed travel expenditures. Encourage faculty to work with your travel delegate (typically your department's administrative assistant) to complete their vouchers ASAP after their trips.

LAS travel policy

1) **FY 2017 travel will be supported on a first-come first-serve basis.**
   - In order to reserve LAS funding, please work with your travel delegate (usually the administrative assistant in your department) to submit a travel request through the online TEM system, with documentation of paper acceptance electronically attached to the request. To maintain LAS funding eligibility, you must document acceptance of the paper presentation at least one month before your trip. When the LAS travel budget allocation is expended, trips that cannot be funded will be placed on a waiting list and will be funded if other trips are cancelled or if additional LAS travel funds become available.

2) **Choose how you would like to book your airfare:**
   - WSU Travel Agent – RECOMMENDED
   - Book your own – Obtain at least three competitive quotes for airfare with similar departure and return times. When you return, you will need to submit the quotes and your airfare itinerary/receipt. You must document that you have chosen the less expensive of the competitive quotes. Please bear

in mind that if you purchase your own ticket you will be responsible for bearing its cost until after your return, when you receive your reimbursement.

3) **Follow these instructions to submit an online TEM request:**
- Estimate the number of meals that are not provided by the conference that you will have to pay. You can estimate the cost of your airline ticket by viewing ticket prices on-line or calling the WSU travel agent.
- Contact your travel delegate (usually department admin) and work together in creating a "TA" by inputting your traveling cost estimates.
- In the comments section of the "TA", note the amount being requested from the LAS Dean's Office. Funding allowances:
- Probationary faculty--$1,300 maximum per fiscal year, using the following options:
  - Option A: Split the $1,300 allocation into a maximum of two trips.
  - $800.00 for first trip for probationary faculty to present a paper
  - $500.00 for second trip for probationary faculty to present a paper
  - Option B: Use the $1,300 allocation for one trip in which the probationary faculty member is presenting a paper.
- Tenured faculty--$800 maximum per fiscal year:
  - $800 for one trip to present a paper
- Approval Process:
  - Once the "TA" is submitted, the traveler and the department chair must electronically approve the request through the TEM system.
- Make sure the delegate electronically attaches proof of paper acceptance documentation (e.g. acceptance email, copy of agenda).
- The TEM system will automatically submit the "TA" to the LAS Dean's Office. After our approval, barring any research or other split funding, it will move on to the travel office, but allow at least one week for it to move through the entire approval system.
- If any error is spotted throughout the approval process, the "TA" is automatically sent back to the delegate for correction. **Only the delegate can correct errors.** Therefore, if you have not received an email stating the completion of the "TA" through the approval process within a week, more than likely it is waiting for an action. **It is up to both the traveler and the delegate to keep track of where the request is within the approval process.**

4) **Receive the TA Number:**
- As soon as the "TA" is started, a <u>request number</u> will be generated. When you receive the email stating the request has completed the approval process, you may then use request number to call WSU Travel Agent, Laurie O' Leary (316) 733-2753, to help you select and book your lodging and flight. <u>You may make your own reservations at the hotel where the conference is being held. However, you must use the WSU travel agency to book any other hotel.</u>

5) **As you travel:**
- Save itemized receipts for food, registration, hotel expenses, passenger coupons (e.g. airport shuttle, taxi), baggage handling, and the itinerary from your airline ticket. Make note of departure/arrival times along with complimentary meals.

6) **When you return:**
- Give **ALL** of your receipts and itinerary to the delegate who is charged with completing the "TV" in the online TEM system. Please include an official copy of the conference agenda, stating the dates of the conference, official agendas, and an account of the amount of meals provided by the conference

and/or hotel. **Travel vouchers should be submitted through the online TEM system within five business days of your return.**

- Expect your travel voucher to be processed within two to three weeks. Your reimbursement will be directly deposited to your bank account or mailed to your home address. Your direct deposit for travel is different from your direct deposit for your paycheck because travel is handled in Topeka and payroll is handled locally. If you have not filled out a form directing your deposit for travel, go to the WSU Travel webpage and fill out the DA 130. Fill in your name as the Vendor Name, and your Social Security Number as the Vendor Number and submit it to the Office of Financial Operations and Business Technology.

Special note:

- **If booking travel at the end of the fiscal year (which ends June 30th), work closely with your department to make sure deadlines associated with end-of-year travel are met.**

Travel and Expense Management (TEM) Banner workflow approval

General Travel Reminders

- Refer to the LAS Travel Policy on the college website, (click on "travel"), for details about LAS funding of faculty travel.
- Out-of-Pocket expenses can only be reimbursed AFTER the travel has occurred.
- Motor Pool Cars are no longer available. Vehicle rentals must be booked through SunFlower Travel Center to obtain state contract rates and insurance coverage. Traveler must provide a TA# at the time the reservation request is made. TA# should not be used prior to obtaining all approvals. Students are not authorized to rent vehicles unless they are student employees.
  - If you are using TEM, you do NOT have to fill out the Rental Car form, you would obtain your TA number yourself through entry of a travel authorization request.
- Travel expenses should be processed within 5 business days of trip end date.
- Vicinity travel reports should be submitted monthly at a minimum. Again a TA# is required to book vehicle reservations.
- Travelers are not at liberty to pay trip expenses for other employees per state policy.

Next Steps

- Delegates (usually department administrative assistants) should have a new folder in Reporting Services: "Finance Reports – Travel."
- If traveler/supervisor/budget officer are off campus, in order to access TEM or Banner Workflow, the VPN software must be used (download located in the portal Faculty/Staff tab – call 978-HELP with all VPN questions).
- If using Foundation funds, there are special "to dos" for a Fully Foundation-Funded Travel Authorization. Approvals are still required when using Foundation funds.
- Delegates will be required to enter at least one reimbursable expense (zero amount) using the Zero Expense payment method. This is necessary in case travel expenses are inadvertently charged to WSU.
- Personal travel vs. business: separate expenses so receipts turned in are only business.
- Use "Comments" section in General Information to explain "out-of-ordinary" circumstances.
- Provide detailed descriptions of travel when you have both personal and business travel in a given trip.
- If expenses exceed the original authorization, please add further approval to pay over the original amount in the comments section of the TR.

- If you are attending a conference, attach the itinerary. It is used to confirm meals provided with the registration fee.
- If possible, scan all receipts into one pdf file and make sure all receipts are upright for easy review of the document.
- Student employees who travel do not automatically have access to TEM. You will need to request access the first time the student travels. Send requests to wsutraveloffice@wichita.edu.

Contacts

- Travel questions related to rules or TEM entry; call Tania, x5811
- Travel questions related to system, security, or workflow: call Emily, x5882

Budgeting for Lecturers

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

Graduate Assistants

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

Kelley Smetak

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

- Curriculum committee and curriculum change process
- Reserving the LAS Boardroom

Curriculum Changes

- Information about the curriculum change process can be found at the Curriculum Committee webpage.
- There are three separate forms, depending on the type of change: New Course Requests, Course Changes, and Program Changes. Fill out curriculum change forms in their entirety.
- Submit one copy to Kelley, via campus mail for review and distribution to the committee.
- When writing a course description for a new course proposal, examine the undergraduate or graduate catalog for examples in your department of well-written course descriptions.
- Curriculum changes you want included in the next catalog must be to Academic Affairs by the 3rd Friday in October to give them adequate time to move forms through the rest of the process before the catalog deadline (3rd Friday in November). Thus, change forms must be submitted to the dean's office by the 2nd Friday in October. Submit changes far in advance, during the spring semester if possible.
- Chuck signs change forms on behalf of the Dean. Contact him with any curriculum questions or issues.

Candice Weathers

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

- Foundation accounts
- Scholarships
- Scheduling meetings with Dean Matson
- Searches

Foundation Accounts

- The Dean's Office manages a master list of all LAS Foundation funds (136) and is responsible for authorizing appropriate signers and granting Reporting Services access to necessary faculty and staff.
- Each academic department has a separate account into which funds raised through the Annual Fund will be deposited each year. Disbursements will be figured and deposited each fall semester.
- You are responsible for tracking expenditures—in a spreadsheet or database (ex: Quicken)—out of all accounts belonging to your unit.
- The Foundation records all account expenditures on Reporting Services. Each chair/director and administrative assistant should have access to all of the unit's accounts on Reporting Services. The Foundation prefers to acknowledge gifts within 48 hours, please submit all gifts sent directly to your unit, with a deposit form, as soon as possible.
- Authorized signers are not allowed to sign for their own reimbursements; their direct supervisor must sign these requisitions. Send chair/director reimbursements to the Dean's Office for signature.

Scholarships

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

Searches

- Candice assists the dean with faculty/staff recruitment and hiring, most notable personnel search processing.

WSU Foundation Requisition Guidelines

1. Use original invoices for documentation, not copies. This helps avoid duplicate payments.
    - 120 day limit on receipts
    - Include Out-of-State Travel Request form copy for travel reimbursement requests
    - Payments for professional fees and dues must be accompanied by a "Reimbursement Request"
2. Statements should not be used as documentation, only original invoices. This also helps avoid duplicate payments.
3. Invoice numbers (account or customer numbers) and date must be typed on requisition forms.

4. Tape anything smaller than 8 ½ X 11 to a regular sized sheet of paper.
5. Make sure that the phrase "Return Check To" is completed on the bottom of each requisition.
6. Paper clip an envelope with your name and campus box # to the requisition. If you want us to mail the check for you, attach a stamped (or campus #), addressed envelope with any remittance advice or a copy of the invoice inside.
    - Sodexo, Culligan, Underground Vaults and Storage and Prairie Fire reqs are combined into one university check for each vendor and sent directly from the foundation.
7. Include the WSU ID number when making payments to individuals in the WSU system. For all others, include the SSN or FEIN.
    - Payments to students who are university employees must go through payroll
    - Authorized signers cannot sign for their own reimbursements, get signature of direct supervisor
8. A W-9 is required on all new vendors
    - This also applies to individuals who have never before received payment/reimbursement from WSU
9. Foundation funds must comply with the University Policy 2016, Food Service. Any requisitions for food served on campus other than Sodexo, must be accompanied by an explanation as to why Sodexo was not used. This policy applies to cookies, snacks, pizza, etc. The only exception to using Sodexo's service is if the food items are donated.
    - Include attendee list
    - If an event is off-campus, please not that in the explanation
10. Send requisitions by campus mail to **Foundation Accounts Payable, Box 2** without anyone's name
11. You can mail requisitions anytime. All reqs received by 5:00 p.m. each Wednesday will be processed and checks will be mailed by Friday.
12. It is recommended that copies of checks should not be kept in campus files (public vs. private records).
13. The checks you receive are perforated, separating the actual check (bottom portion) from the payables information (top portion). BOTH parts belong to the payee and should not be separated by you.
14. See also Campus Cash Disbursements Policy for additional information.

<u>Please call Jenny Anderson, Administrative Services Manager (x3802), if you have any questions.</u>

Miscellaneous

The following items are handled by each individual department. All should be monitored appropriately so as to avoid serious legal and/or financial issues:

Timekeeping

- Dean Matson must approve leave reports for all chairs and directors.
  - Log into myWSU →Faculty/Staff tab→Banner Self-Service→Employee→Leave Reports
  - You need only submit a Leave Report when you have leave hours to record.
    - Please submit for approval by noon on the Submit By date.
- Chairs and Directors should understand timekeeping policies.
  - Attend Wage and Hour Training designed for supervisors.
- Timekeepers should complete refresher training every 3 years.
- Timekeepers: Use "HR Pay Department Time Report" to audit timekeeping for each pay period.
- Any timekeeping questions should be directed to Human Resources at timekeeping@wichita.edu.

Course Pack Production and Sale

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

University Contracts

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

The four principal provisions of Section 1.04 as it relates to the college include:

- A contract is any agreement or promise which purports to obligate the University to perform some responsibility or to take some specific action(s).
- All contracts must be in the name of Wichita State University. The college and any of its schools or departments shall not enter into contracts.
- The President, the Provost, and the Vice President for Administration and Finance are the only individuals authorized to sign contracts.

- All contracts involving an expenditure of funds, either by or to the University, in an amount of $2,500 or more, must be approved by the University's General Counsel prior to execution.

Section 1.04 applies whether funds are expended from or deposited to accounts held by either the University or the WSU Foundation.

Additionally, the Office of Purchasing has established a $1,000 threshold relative to professional services, i.e. all payments of $1,000 or more for professional services must be supported by a written contract (such services may be described in various ways including, but not limited to, "consulting services," "speaker fee," "instructor fee," or "honorarium").

The Office of the General Counsel can provide assistance in the drafting of any contract.

- Do not make changes to any approved legal form.

Organizational Chart

Fairmount College of Liberal Arts and Sciences

Ron Matson, Dean
Oversees administration of college
- Council of Chairs and Directors
- College Council
- Tenure and Promotion
- Budget
- Development

Kristi Oberg, Development Director, WSU Foundation
- Fundraising
- Donor relations

Erin Mundus, Budget Manager
- Billing
- Accounts Receivable
- Office databases
- Travel
- Start-ups and research funds
- OHR and ePaf paperwork
- State budget management

Chuck Koeber, Senior Associate Dean
- State budget allocation
- Course scheduling
- College Curriculum Committee
- Assessment
- Lecturer and GTA staffing
- Start-ups and research funds
- Strategic Planning

Cheryl K. Miller, Senior Assistant Dean
- Liaison to the Dean
- College public relations
- College tenure and promotion process
- Faculty governance
- Commencement
- Posthumous degrees
- Publication edits and revisions
- Faculty development (sabbaticals and internal grants)
- Teacher education/licensure
- Letters of offer

Carey Glenn, Coordinator of Concurrent Enrollment
- Liaison to department chairs for concurrent enrollment course requests and teacher approval
- Concurrent enrollment visits
- General advising for concurrent enrollment students

Marche Fleming-Randle, Assistant to the President for Diversity, Senior Assistant Dean
- Student appeals
- Student conduct
- Liaison for Admissions, community colleges and disability services
- Student/faculty issues
- SGA advisor

Candice Weathers, Assistant to the Dean
- College scholarship awards
- Foundation funds
- Dean Matson's assistant

Kelley Smetak, Administrative Specialist
- Campus visit coordinator
- Conference room scheduling
- Reception
- Office supplies
- Supports College Curriculum Committee
- Fairmount College Advisory Council

Departments/Schools
- Anthropology
- Biological Sciences
- Chemistry
- Elliott School of Communication
- School of Community Affairs
- English
- Geology
- History
- Mathematics, Statistics and Physics
- MCLL
- Philosophy
- Political Science
- Psychology
- School of Social Work
- Sociology
- Hugo Wall School of Urban and Public Affairs
- Women's Studies and Religion

Centers
- CCHT
- FCSME
- LASAC
- IELC
- SSRL

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