



Office Staff

Susana L. Valdovinos, Director
svaldovi@ksu.edu



Melissa Linenberger, Office Manager
Public Service Administrator, I
mwaso@ksu.edu



Kristen Tebow,
Student Office Assistant
ktebow@ksu.edu



Office of Academic Personnel

Kansas State University
204 Anderson Hall
Manhattan, KS 66506
Phone: 785-532-4392
Fax: 785-532-5039
E-mail: academicpersonnel@ksu.edu

Office of Academic Personnel





Office of Academic Personnel



Manuals and Handbooks

Our office is charged with maintaining the University Handbook, Department Head Manual, and University Committee Handbook. Each of these publications can be found online on our website. The University Handbook and the Department Head Manual can also be found in your dean or department head's office.



General Policies and Forms

Many of the frequently used policies, along with the forms they refer to, are available on our website by following the **General Policies and Forms** link. This includes information on Recruitment, Annual Evaluations, Promotion and Tenure, and Retirement. Please see our web site for the complete listing.



Department Head Resources

This webpage leads to helpful web sites for departments such as the online, most current version of the Department Head Manual, a useful Department Head Directory, the Provost Office's Department Head Resource Page, and the Department Documents on Annual Evaluation and Promotion and Tenure.

Dispute Resolution

Our office assists the Provost and Senior Vice President, deans, department heads and other university administrators and ombudspersons in employment-related matters relative to faculty and unclassified professionals in conflict resolution and university grievances.



The Office of Academic Personnel is located in Anderson Hall, the university's main administrative building, in room 204. Director Susana L. Valdovinos, M.A., J.D., reports to the Provost and Senior Vice President.

The office is responsible for assuring compliance with academic policy (especially as it relates to the University Handbook), federal and state legislation, and Board of Regent's policy. The Director assists the Provost and Senior Vice President with matters related to annual evaluations, promotion and tenure tracking, contract renewal, conflict of interest, phased retirement, leave without pay, family medical leave, sabbatical leaves, and delay in the tenure clock.

Office of Academic Personnel

Kansas State University
204 Anderson Hall
Manhattan, KS 66506

Phone: 785-532-4392

Fax: 785-532-5039

E-mail: academicpersonnel@ksu.edu