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**ATTACHMENT 1**

**PROFESSIONAL STAFF AFFAIRS**

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**TO:** FACULTY SENATE  
**FROM:** PROFESSIONAL STAFF AFFAIRS  
**SUBJECT:** COMMON LANGUAGE REQUEST  
**DATE:** MAY 13, 2014

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The Professional Staff Affairs committee requests that in university common language the unclassified label in front of professional staff be dropped. With the recent transition of classified staff to University Support Staff, the term “unclassified” no longer makes sense in the context of Kansas State University. We request that Unclassified Staff other than those termed Faculty are referred to as Professional Staff; thus, “Unclassified employees” would designate both Faculty and Professional Staff.

This change in common language will not require any immediate changes in PPM, Human Resources, Handbooks, etc. We anticipate that this common language may be incorporated over time into various University documents. While we understand there is a search for the VP of Human Capital occurring at this time, it is still appropriate to move forward with this common language request. As transitions occur we find it necessary to have clear language when referring to our constituents. This language change will allow for future communication to clearly delineate University Support Staff, Professional Staff, and Faculty, when appropriate.