

Attachment 2a  
Current Version of University Handbook, Section B

**University Handbook, Section B:  
University Structure**

(July 2006, revisions)

**Administration**

**B1** The chief administrative officer of the university is the president, who serves at the pleasure of the Board of Regents. The office of the President is the focal point for plans, policies, and operational decisions crucial to institutional progress. (See organizational chart, [Appendix H](#).)

**B2** To fulfill the responsibilities for administration, the presidential offices include provost, two vice presidents, and other staff.

**B3** **Provost and Senior Vice President** . Chief academic and program officer for the university. Provides leadership to teaching, research, and extension programs. Works closely with the president in developing university priorities and in administering program budget and faculty and unclassified professional policies. Serves as university representative to Regents' Institutions Council of Chief Academic Officers. Reporting to the provost are the vice provost for Information Technology Services, the vice president for Research, Dean of the Graduate School, the deans of the colleges, dean of Libraries, and the heads of the academic program support units such as Academic Personnel; Planning and Analysis, Assessment, and Summer School; Center for Advancement of Teaching and Learning; Diversity and Dual Career Development; and the University Honors Program.

The directors of the Educational Communications Center, Computing and Network Services, the Individual Development Educational Assessment (IDEA) Center, the Information Technology Assistance Center (iTAC), Telecommunications, Mediated Education, and TELENET report to the Vice Provost for Academic Services and Technology.

**B4** **Vice President for Administration and Finance**. Has responsibility for managing all of the university's business matters including affairs relating to travel, purchasing, grants and contracts, payroll, classified personnel, accounting, budgeting, information systems, parking operations, and financial operation of the auxiliary enterprises and for all physical facilities and related services, which include facilities planning, space allocation, construction and remodeling, buildings and utilities, grounds, custodial maintenance, central mail service, storeroom, car pool, police department, and public safety.

The Associate Vice President for Administration and Finance, the Associate Vice President for Facilities, the Assistant Vice President for University Police and Public Safety, the Director of Information Systems, the Director of the LASER Project, and the Director of Internal Auditing report to the Vice President for Administration and Finance.

The Assistant Vice President and Controller, the Assistant Vice President for Human Resources and Parking, and the Director of Budget report to the Associate Vice President for Administration and Finance.

**B5** **Vice President for Institutional Advancement**. Has responsibility for University Relations, which includes Media Relations and Marketing, Photographic Services, K-State Printing Services, and University Publications; and student service programs, which includes the Academic and Career Information Center, Admissions, Career and Employment Services, College Advancement/Salina Campus, Community Relations, Disabled Student Services, Greek Affairs, University Counseling Services, Financial Aid, Housing and Dining Services, K-State Student Union, New Student Services,

Office of Student Life, Recreational Services, Registrar, Lafene Health Center, Leadership Studies and Programs.

The Associate Vice President for Institutional Advancement and Dean of Student Life, the Assistant Vice President for University Relations and Licensing, and the Assistant Vice President for Educational and Personal Development Programs report to the Vice President for Institutional Advancement. Additionally, the Vice President is responsible for coordinating university activities and programs with the Executive Director of the Alumni Association, the President of the Kansas State University Foundation (KSURF), and the Director of Intercollegiate Athletics.

### **Major Administrative Units**

**B10** The General Catalog provides detailed information on the colleges, their departments, course offerings, and degrees conferred.

**B20** The colleges of the university are:

- Agriculture
- Architecture, Planning and Design
- Arts and Sciences
- Business Administration
- Education
- Engineering
- Human Ecology
- Technology and Aviation
- Veterinary Medicine

**B21** The chief administrative officer of each college is its dean. The dean is responsible for operation and development, for planning and budgeting, and for personnel management and activities in each college.

**B22** Though generally similar, each college has its own characteristics which result from its distinctive nature and the direction of its interests and activities. The College of Arts and Sciences, for example, is diversified in scope and interests in contrast to a professional specialized college such as veterinary medicine. In most cases, faculty members have appointments in one of the colleges through which they participate in college affairs and university elections.

### **Academic Departments**

**B30** The basic administrative unit of the university is the academic department, with the exception of the Division of Biology and the A. Q. Miller School of Journalism and Mass Communications. The university departments and colleges to which they are assigned follow:

#### **Agriculture**

- Agricultural Economics
- Agronomy
- Animal Sciences and Industry
- Communications
- Entomology
- Grain Science and Industry
- Horticulture, Forestry, and Recreation Resources
- Plant Pathology

#### **Architecture, Planning and Design**

- Architecture
- Interior Architecture and Product Design
- Landscape Architecture/Regional and Community Planning

## **Arts and Sciences**

Aerospace Studies  
Art  
Biochemistry  
Biology  
Chemistry  
Economics  
English  
Geography  
Geology  
History  
School of Journalism and Mass Communications  
Kinesiology  
Mathematics  
Military Science  
Modern Languages  
Music  
Philosophy  
Physics  
Political Science  
Psychology  
Sociology, Anthropology, and Social Work  
Speech Communication, Theatre and Dance  
Statistics

## **Business Administration**

Accounting  
Finance  
Management  
Marketing

## **Education**

Educational Leadership  
Curriculum and Instruction  
Special Education, Counseling and Student Affairs

## **Engineering**

Architectural Engineering/Construction Science  
Biological and Agricultural Engineering  
Chemical Engineering  
Civil Engineering  
Computing and Information Sciences  
Electrical and Computer Engineering  
Industrial and Manufacturing Systems Engineering  
Mechanical and Nuclear Engineering

## **Human Ecology**

Apparel, Textiles, and Interior Design  
Human Nutrition  
Hospitality Management and Dietetics  
School of Family Studies and Human Services

## Technology and Aviation

Aviation  
Arts, Sciences, and Business  
Engineering Technology

## Veterinary Medicine

Anatomy and Physiology  
Clinical Sciences  
Diagnostic Medicine/Pathobiology

**B31** The administrative responsibilities of each department are given to a department head, whose appointment is recommended to the provost on the basis of recommendations originating with the dean of the college with the advice of the faculty of the department concerned. By a two-thirds vote of its faculty a unit, with the concurrence of the Dean of the College and the Provost, and within the mission of the College, may adopt specific policies concerning such matters as the selection, retention, evaluation, and job description of the unit administrator. (FSM 2-15-94)

**B32** The department is a budgetary unit within the university. It is responsible for internal accounting and reporting with regard to personnel, equipment, and supplies. A department usually employs a secretary who serves as office receptionist, typist, and bookkeeper. Additional clerical and secretarial help is provided on the basis of need.

**B33** Action of the Kansas Board of Regents in 1990 followed by an enactment of the Kansas Legislature in 1991 established the former Kansas College of Technology, located in Salina, as a college within Kansas State University.

## The Graduate School

**B40** Programs leading to degrees beyond the baccalaureate level are offered in most of the recognized fields of learning. Advanced study and research are administered through the Graduate School in conjunction with the departments in each of the eight colleges. The chief administrative officer of the Graduate School is the dean.

**B41** Within the framework of the administrative organization of the university, the policies of the Graduate School are made by the graduate faculty and its representative body, the Graduate Council.

**B42** The Graduate Council, with 21 members, is chosen by a dual system of elections. To assure representation of each of the colleges, one representative is chosen from each college for three-year staggered terms. In addition, the graduate faculty is grouped into four broad areas of interest:

Humanities  
Social Sciences  
Physical Sciences  
Biological Sciences

**B43** Each area elects three representatives to an area subcommittee for each 50 graduate faculty members within the area, up to a maximum of nine representatives. Each area receives one representative on the Graduate Council for every three members on its subcommittee. To be eligible for election to the Council or to a subcommittee, a faculty member must be a member of the graduate faculty and must be stationed in Manhattan September 1 of the year in which the election is held. The dean of the Graduate School presides over meetings of the Council.

**B44** Membership on the graduate faculty is initiated by recommendations of the department with which the faculty member is primarily associated. Action on such recommendations is taken by the Graduate Council at its regular meetings. Approval for membership is recognition of the right to participate in

meetings and elections of the graduate faculty. It further indicates that the member is accredited for teaching graduate-level courses and supervising research of graduate students.

To direct doctoral dissertations, a member of the graduate faculty must be certified, or recertified, in keeping with the policy set forth in the [Graduate Handbook](#), which requires evidence of contributions by the faculty member to his or her field within the preceding four years.

(The Graduate University Handbook provides more information concerning the regulations and procedures of the Graduate School.)

### **Research Units**

**B50** Kansas Agricultural Experiment Station. A major research arm of the university, the Agricultural Experiment Station is supported by both federal and state funds.

Besides full-time investigators, its staff includes teaching or extension faculty engaged in part-time research. (Discussed under Research, [G30-36](#).)

**B51** [Engineering Experiment Station](#). The research division of the College of Engineering, the Engineering Experiment Station is staffed from faculty of that college. (Discussed under Research, [G40](#).) In addition to a legislative appropriation, the Station receives major research support under grants and contracts from state and federal agencies and from industry.

**B52** [Vice Provost for Research](#). (See Section [G42](#).)

### **Division of Continuing Education**

**B60** This division is responsible for administering a variety of credit and non-credit outreach programs for K-State through its four major sections: Academic Outreach, Conferences, Administrative Systems, and Planning and Resource Development. (Discussed under Division of Continuing Education, [H20-26](#).)

### **Division of Extension**

**B61** The subject matter specialists in K-State Research and Extension Service hold appointments in the academic departments of the College of Agriculture, College of Veterinary Medicine, College of Human Ecology, and College of Engineering, with the exception that subject matter specialists in 4-H and Youth, Community Development, Extension Information, and Radio, Television, and Film hold appointments in administrative units of the K-State Research and Extension Service. A federal-state-county system of extension exists in every Kansas county. (Discussed under K-State Research and Extension Service, [H1-6](#).)

### **Kansas Industrial Extension Services (KIES)**

**B62** A part of the College of Engineering, KIES provides services to Kansas industries. (Discussed under K-State Research and Extension Services, [H10](#).)

### **International Programs**

**B70** Established in 1960 as the center for agricultural and veterinary medical programs began abroad in 1956, this office is now the center for technical assistance and a wide variety of educational functions in many parts of the world. (Discussed under International Activities, [H30](#).)

### **University Governance**

**B80** The General Faculty consists of all faculty members who have the rank of instructor or higher. Because of its size, the General Faculty has delegated many of its powers to the Faculty Senate. The General Faculty approves all changes in the constitution of the Faculty Senate. The General Faculty meets

once each semester at the call of the president of the university, or on petition of 25 members of the General Faculty.

The elected president of the Faculty Senate presides at all meetings. Copies of the General Faculty minutes go to all members of the faculty.

**B81** The Faculty Senate is the representative body for the faculty and unclassified professionals of the whole university. Each college and each department has its own scheduled faculty meetings and structure for faculty participation. Within smaller units variation in arrangements appears in accordance with needs. The concept of a community of scholars relating to each other as equals applies to K-State in its major functions more accurately than does the concept of hierarchy.

### **The Faculty Senate**

(A copy of the constitution of the K-State Faculty Senate is included as [Appendix E.](#))

**B90** The Senate is a representative body whose members are chosen by faculty and/or unclassified professionals election. The constituent units are the colleges, the K-State Research and Extension Services, the Library, and General University. All unclassified personnel at K-State who do not have a term appointment, except County Extension Agents and Farm Management Fieldmen, are represented in the Faculty Senate based on the location of their appointment in the university and are themselves eligible for membership except as noted in the Senate constitution. Members of the Senate are elected to three-year terms. Committees and subcommittees of the Senate are important units in the organization and functions of the university.

**B91** The permanent Senate committees are:

- The [Executive Committee](#)
- The Committee on [Academic Affairs](#)
- The Committee on [Faculty Affairs](#)
- The Committee on [University Planning](#)
- The Committee on [Technology](#)

**B92** The Executive Committee consists of the president of Faculty Senate as senator-at-large, and one senator from each representative unit who has been elected by secret ballot by the senators of that unit. The president-elect represents his/her unit on the committee. In addition, the chairperson of the Faculty Affairs Committee, the chairperson of the Academic Affairs Committee, the chairperson of the Student Senate or his/her designated representative, and the immediate past-president of Senate are ex-officio members of the Executive Committee without voting power. The president of the Faculty Senate presides at meetings of the Executive Committee.

**B93** At the close of each academic year, the newly constituted Executive Committee sits as a Committee on Committees to make appointments to all of the Senate committees. The committees in turn form subcommittees as needed, with membership inside or outside the Senate. In addition to the permanent committees of the Senate, subcommittees operate within the framework of the Senate organization. A list of the appointments to those committees is published annually in July for the coming year.

### **University Planning (FSM 3-17-92 and 4-1492)**

**B94** Service as Faculty Senate president, president-elect, immediate past-president, secretary, and chair of Faculty Senate permanent committees shall be considered as part of the members' assigned responsibility during the term of appointment. Service in leadership roles in the Faculty Senate is time consuming and must be recognized as such in the departmental role and reward process. As a practical matter, serving as president requires at least 30% time, while serving as chair of a standing committee is at least 25%, secretary 20%, president-elect and past president 15%. Members of a standing committee may spend 10%

or more of their time in that role, depending on the agenda in a given year. Thus, while the dean and departmental administrator will not evaluate performance in Faculty Senate work, they shall ensure that service as Faculty Senate Leadership shall be given appropriate consideration in decisions affecting teaching and department assignments, annual merit salary adjustment, and promotion. Credit shall also be given for service on university taskforces and Faculty Senate semi-permanent subcommittees which develop extensive reports such as Salaries and Fringe Benefits Subcommittee.

**B95** The Faculty Senate at K-State is the principal forum for faculty and unclassified professionals participation in the governance of the university. On matters related to university planning, the President, President-elect, and Past- president of the Faculty Senate, and others chosen by the Executive Committee of the Faculty Senate, represent the faculty and unclassified professionals on university-wide planning groups.

The Provost will consult with the Faculty Senate leadership on matters related to university planning. When appropriate, the Faculty Senate Executive Committee may refer specific tasks related to university-wide planning to the Faculty Senate Committee on University Planning (FSCOUP).

FSCOUP is composed of one representative from each academic college, the library, extension, and the general university. The senators in each Faculty Senate delegation elect one person (who does not have to be a faculty or an unclassified professional senator but must hold an appointment not designated as a term appointment) to be their representative for a three-year term. The chair of the committee is elected by the committee membership and serves a one year renewable term. A student representative serves ex officio with voting rights.

FSCOUP is charged by the Faculty Senate to actively advocate the need for comprehensive institutional planning and to monitor planning activities, evaluate their effectiveness, and make recommendations for improvement in the planning process. FSCOUP also advises the Faculty Senate representatives on university planning and budget committees. The Chair of FSCOUP is responsible for keeping the members of FSCOUP informed as to the activities of these various planning groups.

FSCOUP responds to faculty concerns about planning and, if necessary, develops recommendations for consideration by the Faculty Senate.

The College Committee on Planning (CCOP), Extension Committee on Planning (EXCOP), and University Library CCOP, are representative bodies for the college or unit whose members are chosen by faculty election. The CCOPs meet on a regular basis to provide faculty input relative to university and college planning charges which require faculty involvement.

The college dean or unit administrator shall consult with CCOP on issues related to, but not limited to: College planning, college reorganization, strategic planning, program discontinuance, and financial exigency.

Members of CCOP shall be limited to and elected by faculty at the rank of instructor or above, not designated as term, who are assigned to a college, department, or other unit. Those faculty members with a total university appointment of five-tenths or more will be eligible to be elected to CCOP. The faculty of each college or unit shall be responsible for establishing its own election procedures; this procedure must be approved by a majority of the faculty. Membership shall represent a cross-section of departments, discipline areas, or other organizing unit within the college or administrative unit. In addition, the college or administrative unit's FSCOUP representative will be an ex officio member of CCOP. A copy of CCOP election procedures shall be kept on file in the office of the secretary of the Faculty Senate.

### **Presidential and Advisory Committees**

**B100** In the general administration of the university, approximately 30 committees advise the president of the university with membership selected from faculty, unclassified professionals, students, administrators, staff and others according to interests and needs. The membership of these committees are published at <http://www.k-state.edu/academicpersonnel/univcomm/index.html>, which also includes a list of faculty senate committees and subcommittees.

### **Deans Council**

**B110** The deans of the colleges, the libraries, and the Graduate School meet on a regular basis with the president and the provost to develop and review policies and goals regarding instruction, research, and extension programs. This group has responsibility for development and coordination of strategies and procedures for each of these and other programs.

**B111** As need exists, there are meetings of representatives of the Deans' Council and the Faculty Senate for the purpose of reviewing and discussing issues related to academic policy.

### **Selecting Deans and Heads of Departments**

**B120** K-State affirms the principle of faculty and/or unclassified professionals participation in the selection and reappointment of all administrators, including interim positions. Short-term (from two to four weeks) acting appointments may sometimes be necessary without the opportunity for faculty or unclassified professional input. When extended interim service is anticipated, an internal process involving faculty and/or unclassified professional input will be followed.

Except when modified as specified in B31 and C157, the following general policies apply to the appointment, reappointment, and evaluation of administrators.

**B121** A search committee, primarily composed of faculty, unclassified professionals and other staff members, who are representatives of the group to be served shall act in an advisory capacity to the administrator responsible for making the appointment. As circumstances require, students, alumni, and representatives of other university-related groups may also be named as members of the search committee, but the majority of its membership will consist of faculty when the administrative position has academic responsibilities. The search committee will be appointed by the administrator responsible for making the appointment and will reflect recommendations from the group to be served or a representative subgroup. For central administrators, the search committee will be appointed in consultation with faculty senate leadership and will reflect their recommendations.

The search committee shall keep the faculty, unclassified professionals and other staff of the group to be served regularly informed of the status of the search. The search committee and/or administrator responsible for filling the position are expected to gather information from sources which include a candidate's current and/or previous employers, supervisors, peers and subordinates. As a component of the evaluation of candidates for departmental and college administrative positions, a confidential written survey will be sent to the faculty, unclassified professionals and other staff holding appointments of five-tenths time or more within the group to be served. The search committee and administrator making the appointment will be responsible for the conduct of this survey. The results of the survey will be made available to the search committee and an unranked list of candidates, whom the committee judges to be acceptable based on their qualifications, will be provided to the appointing administrator.

**B122** Faculty members who will serve directly under the position to be filled will be informed that a position is available and shall have the privilege of recommending to the search committee names of candidates and other considerations which they feel to be important. Individual faculty, unclassified professionals or other staff members shall have the privilege of a private conference with the search committee and/or the administrator making the appointment and can assume that their recommendations and views will be held confidential and will receive serious consideration. In addition, the search

committee and administrator responsible for making the appointment may consult with faculty, unclassified professionals, or other staff.

**B123 Administrator Evaluation Procedures (FS 11/10/09 revisions)**

**B123.1** The term of office of department/unit heads, associate deans, and assistant deans, who report to the dean, hold faculty rank, and have supervisory or budgetary authority (referred to as academic administrators for purposes of clarity) will be specifically determined at the time of appointment, but shall not exceed five years. Individuals in these positions serve at the pleasure of the dean who determines whether or not annual reappointment is appropriate. These academic administrators are eligible for reappointment to additional terms of up to five years. To be reappointed, the administrator should have the support of the majority of the faculty, unclassified professionals, and other staff under his/her supervision.

**B123.2** College level administrators employed in unclassified professional positions, excluding those specified in B123.1, will be evaluated annually by a supervising administrator. (Refer to C41.4).

**B123.3** The Dean shall consider the reappointment of an academic administrator with supervisory or budgetary authority to an additional term only after the establishment of an advisory council and a review.

**B 123.4** During the final year of the Academic Administrator's term of appointment, the Dean will send a letter to all individuals who work under the supervision of this academic administrator. This letter will initiate the formal process of the evaluation, explain the process, state that an opportunity to provide feedback will be forthcoming, and note that an advisory committee will be appointed. The Dean will provide a summary of the Academic Administrator's job expectations to those providing input. The Dean and the academic administrator will confer and reach agreement on the job summary. Potential respondents will include faculty with tenure and on tenure track, regular instructors, unclassified professionals, and all other staff within the group being served. If requested by the academic administrator, and agreed to by the dean, evaluation materials can be collected from other groups (e.g., students, constituent groups, etc.).

**B123.5** The dean of the college will request that the academic administrator write a self-assessment of his/her activities since initial appointment or last re-appointment.

**B123.6** To solicit and document the feedback of the group served, the Office of Planning and Analysis or another group empowered by the dean (administrative support staff), shall develop a secure survey instrument that protects the privacy and anonymity of respondents. The survey shall provide for narrative comments, ratings of specific performance areas listed on the self-evaluation, unit-specific performance areas, and a final question/statement addressing the possibility of reappointment. The administrative support staff will collect feedback for review. The method used to collect the feedback shall be private and anonymous. Electronic mail is neither private nor anonymous, and should not be used to solicit, provide or report feedback.

**B123.7** After the materials have been administered, the dean will request that the group served recommend a list of faculty, unclassified professionals, and other staff members to serve on the academic administrator's reappointment advisory committee. The dean will review the list, then select a representative committee. Students, alumni, and representatives of other university-related groups may also be named as members of the reappointment advisory committee.

**B123.8** The reappointment advisory committee shall keep the faculty, unclassified professionals, and other staff of the group being served regularly informed of the status of the review. The feedback results will be summarized by the administrative support staff. Written comments will be transcribed and compiled, protecting respondent confidentiality. The data will be compiled and presented so that the

summary and other statistics will be standard outputs, along with an anonymous listing of the narrative comments. Unsubstantiated allegations will not be included in the results, but will be subject to inquiry by the dean at his/her discretion. A summary of respondents input will be provided to the committee for its report to the dean.

**B123.9** The reappointment advisory committee will write a report for the dean, which summarizes strengths, weaknesses, and issues of substance which need to be addressed. The committee will make a recommendation for appointment or non-reappointment. A draft copy of this report will be provided to the academic administrator being reviewed. The academic administrator can, if he or she desires, respond to the committee in writing concerning the draft report. After due consideration of any responses, the committee will produce a final copy of the report and an advisory recommendation and will forward any responses from the academic administrator to the dean.

**B123.10** Confidentiality is expected for the committee members concerning all evaluation materials, committee deliberations, and final recommendations. Confidentiality for committee members is a matter of both ethics and policy.

**B123.11** To be reappointed, the administrator should have the support of the majority of the faculty, unclassified professionals, and other staff under his/her supervision who responded to the request for feedback, as well as the concurrence of the dean. The dean shall consider the advisory committee's recommendation before reappointing an administrator. If the dean makes a reappointment decision that is against the wishes of a majority of the faculty and staff, the dean will schedule a meeting with the group being served and the next higher level administrator to give a rationale for the reappointment and an opportunity to respond to his/her decision.

**B123.12** Those departments who elect a chair follow the departmental internal evaluation procedures.

**B124** Annual Evaluation of Department/Unit Administrators. See [C40 to C41.4](#).

**B125** Administrators, including faculty and unclassified professionals, in acting or interim positions, shall be justly compensated for their administrative work during the time they hold the position. (See [C21.2](#), Policy to Designate Change in Salary for Administrators Who Return to Faculty Positions.)