

**Revisions to University Handbook,  
Section B: University Structure  
Submitted by University Policy & Handbook Committee  
Approved by Faculty Senate Faculty Affairs Committee  
Approved by Faculty Senate on April 10, 2012**

**B1** President. 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. To fulfill the responsibilities for administration, the presidential offices include provost, vice presidents, and other staff (see organizational chart in Appendix H of the University Handbook). For additional information, see the Office of the President's website, <http://www.k-state.edu/president/>.

**B2** Provost and Senior Vice President. The provost, as the chief academic and program officer for the university, provides leadership to teaching, research, and extension programs. The provost works closely with the president in developing university priorities and in administering program budget and faculty and unclassified professional policies. The provost serves as the university's representative to Regents' Institutions Council of Chief Academic Officers. For the units and programs reporting to the provost and additional information about this office, see the Office of the Provost's website, <http://www.k-state.edu/provost/>

**B3** Vice President for Administration and Finance. The Vice President for Administration and Finance has responsibility for managing the university's business matters. For the units reporting to this office and additional information about this office, see the Vice President for Administration and Finance's website, <http://www.k-state.edu/vpaf>.

**B4** Vice President for Research. The Vice President for Research advances the research mission of the university by promoting and facilitating scholarly activities while ensuring compliance with applicable research regulations and guidelines. For a list of offices and administrative areas that fall under the authority of this office, see the website for the Vice President for Research, <http://www.k-state.edu/vpr/>

**B5** Vice President for Student Life and Dean of Students. The Vice President for Student Life and Dean of Students oversees Kansas State student experience and promotes student success in the classroom and in life. For a list of the offices and units reporting to this office and additional information about this office, see the website for the Vice President for Student Life and Dean of Students, <http://www.k-state.edu/vpstudentlife/>

**B6** Vice President for Communications and Marketing. The Vice President for Communications and Marketing is responsible for promoting the Kansas State brand and working to enhance Kansas State University's national and international reputation. For the units reporting to this office and additional information about this office, see the website for the Vice President for Communications and Marketing, <http://www.k-state.edu/vpcm/>

### **Colleges and Academic Units**

**B7** The colleges of the university are

[Agriculture](#)

[Architecture, Planning and Design](#)

Arts and Sciences

Business Administration

Education

Engineering

Human Ecology

K-State Salina

Veterinary Medicine

**B8** The chief administrative officer of each college on the Manhattan campus is the dean. The chief administrative officer for the Salina campus is a CEO and dean. The dean or CEO/dean is responsible for operation and development, for planning and budgeting, and for personnel management and activities in each college. The university organization chart may be found at <http://www.k-state.edu/academicpersonnel/fhbook/fhxh.html>

**B9** The basic administrative unit of the university is the academic department. In addition to the degree programs offered through its academic departments, Kansas State University also offers degree programs through a variety of other programs and divisions.

**B10** The administrative responsibilities of each department/unit are given to a head/chair/director, 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/unit concerned. A unit may adopt specific policies concerning such matters as the selection, retention, evaluation, and job description of the unit administrator. Policies must be within the mission of the college and with the concurrence of the dean of the college, provost, and two-thirds vote of its faculty.

**B11** Budgetary questions should be referred to the department head/chair or dean's representative.

### **Division of Continuing Education**

**B12** The Division of Continuing Education (DCE) is responsible for administering a variety of credit and non-credit outreach programs for Kansas State. Consult the DCE website, <http://www.dce.k-state.edu/> for more information.

### **Libraries**

**B13** Kansas State University Libraries consist of the main administrative unit Hale Library and four Manhattan campus branch libraries; Fiedler Engineering Library; Paul Weigel Library of Architecture, Planning and Design; Math and Physics Library; Veterinary Medicine Library; and the Salina campus library. For more information see the libraries website <http://www.lib.k-state.edu/>.

### **The Graduate School**

**B14** 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 colleges. The chief administrative officer of the Graduate School is the dean. For more information see the Graduate School website <http://www.k-state.edu/grad/>.

**B15** 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**. The Graduate Council is the chief legislative and policy-formulating body of the Graduate Faculty. Its duties are to formulate, review, and approve policies concerned with the conduct of graduate study at Kansas State University, providing effective leadership in advocating graduate education and scholarship of the highest caliber. For information on the specific members of graduate council see the webpage, <http://www.k-state.edu/grad/graduate-council/about.html>.

**B16** Each academic area will elect four representatives to the Graduate Council, and each representative will have a term of three years. Terms will be arranged so that at least one member is elected each year from each academic area. The four representatives of each academic area must be from at least two colleges. Each college will elect one representative to the Graduate Council, and each representative will have a term of three years. Terms will be arranged so that at least two college representatives are elected each year. No academic unit may have more than one member on the Graduate Council. A representative may serve no more than two terms consecutively. The Dean of the Graduate School, or the dean's designated representative, is the presiding officer of the Council, but not a voting member. For additional information on election procedures, see the website containing the Graduate Council Constitution, By-Laws, and Procedures [http://www.k-state.edu/grad/graduate\\_handbook/chapter6.html](http://www.k-state.edu/grad/graduate_handbook/chapter6.html).

**B17** Graduate Faculty may vote in elections, participate in Graduate Faculty meetings, and participate as an elected member of the Graduate Council. They may serve on advisory, supervisory, and examining committees for master's degrees and doctorates; serve as major professors for master's candidates; and teach courses for graduate credit in the field of specialization as assigned by the department head; and, if certified, serve as major professors for doctoral candidates. Chapter 5 of the Graduate Handbook describes the evaluation criteria for the different categories of graduate faculty membership, the nomination and appointment process certification procedures and the roles and responsibilities of graduate faculty [http://www.k-state.edu/grad/graduate\\_handbook/chapter5.html](http://www.k-state.edu/grad/graduate_handbook/chapter5.html).

## **Research and Extension Service**

**B18** Kansas State University Research and Extension, known as K-State Research and Extension, is a short name for the Kansas State Agricultural Experiment Station and the Kansas Cooperative Extension Service. A major research arm of the university, the Agricultural Experiment Station is supported by both federal and state funds, as well as many grants. Besides full-time investigators, its staff includes teaching or extension faculty engaged in part-time research. For more information about the Kansas Agricultural Experiment Station, see the website, <http://www.ksre.ksu.edu/p.aspx?tabid=16>.

**B18.1** Kansas State Extension - All universities engage in research and teaching, however the nation's more than 100 land-grant colleges and universities, have a third critical mission, i.e. extension. "Extension" means "reaching out," and, with teaching and research, land-grant institutions "extend" their resources, solving public needs with college or university resources through non-formal, non-credit programs in all 105 Kansas counties. For more information about the Cooperative Extension Service, see the website, <http://ksre.ksu.edu/p.aspx>.

## Engagement

**B19** As a land grant university, Kansas State University has as a mission the application of research, teaching, and outreach for the betterment of the quality of life for the citizens of Kansas. To learn of the many engagement programs at Kansas State, visit <http://www.k-state.edu/engagement/>.

## International Programs

**B20** Established in 1960, the Office of International Programs is now the center for a wide variety of educational functions in many parts of the world. For more information see <http://www.k-state.edu/oip/>.

## University Governance

**B21** The faculty and unclassified professionals of Kansas State University elect as a representative body the faculty senate to facilitate the exercise of powers outlined in the University Handbook, Appendix E and Faculty Senate Constitution. The primary aim is to facilitate faculty and unclassified professionals participation in the establishment of university policies and interpretation of university procedures. The elected president of the faculty senate presides at all faculty senate meetings. Guidelines and procedures for membership in faculty senate may be found at <http://www.k-state.edu/academicpersonnel/fhbook/fhxe.html>. Copies of the faculty senate minutes are posted on the faculty senate webpage, <http://www.k-state.edu/facsen/>.

**B22** 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 Kansas State University in its major functions more accurately than does the concept of hierarchy.

**B23** The faculty senate is a representative body whose members are elected by faculty and/or unclassified professionals. The constituent units are the colleges, the Kansas State Research and Extension, the libraries, and general university. All unclassified personnel at Kansas State University who do not have a term appointment, are represented in the faculty senate based on the location of their appointment in the university and are eligible for membership except as noted in the faculty senate constitution. Select extension personnel are not represented on faculty senate. 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. For more information see the faculty senate website <http://www.k-state.edu/facsen/>.

**B24** The standing 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

**B25** Committee membership is defined in the Faculty Senate Constitution, <http://www.k-state.edu/academicpersonnel/fhbook/fhxe.html>.

**B26** 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. 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.

## **University Planning**

**B27** The faculty senate at Kansas State University 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 Council 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 libraries, 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, however 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 Colleges' Committee on Planning (CCOP), Extension Committee on Planning (EXCOP), and University Libraries CCOP, are representative bodies for the college/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 directives which require faculty involvement.

The college dean or unit administrator shall consult with CCOP on issues related to, however 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**

**B28** In the general administration of the university, several committees advise the president of the university. Leadership council provides consultation regarding membership on these committees. Members are selected from faculty, unclassified professionals, students, administrators, staff and others according to interests and needs. The membership of these committees is published at <http://www.k-state.edu/academicpersonnel/univcomm/index.html>, which also includes a list of faculty senate committees and subcommittees.

### **Deans' Council**

**B29** 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.

**B30** 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**

**B31** Kansas State University 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.

**B32** 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; however, 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 administering 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.

**B33** 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.

**B34** 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.)

Kansas State University • Manhattan, KS • 66506 • 785-532-6011