

**APPEALS BOARD
FOR
UNIVERSITY SUPPORT STAFF**

The Kansas State University Appeals Board (referred to hereafter as the Appeals Board) hears appeals of proposed disciplinary actions in matters involving University Support Staff regarding demotion, suspension without pay, or dismissal.

Composition and Appointment of the Appeals Board

The Kansas State University Appeals Board is composed of a fifteen (15) member board, nine (9) University Support Staff and six (6) unclassified professional/faculty/department head/dean who are permanent, full-time employees of Kansas State University with at least 5 years' service. Recommendations, based on nominations and volunteers with supervisor approval, for membership on the Appeals Board will be made by the University Support Staff Senate, Faculty Senate, and from members of the campus community at large to the Vice President of Administration and Finance, who appoints members based on such recommendations. If the Vice President of Administration and Finance does not find a sufficient number of acceptable nominees, the Vice President will request additional nominees from the respective governance organizations.

The chair and vice chair of the Appeals Board will be elected by the board members and officially appointed by the Vice President on an annual basis to serve a one (1) year term. If the chair is unable to fulfill his/her duties, the vice chair will fill this role. The Board chair, or vice chair in the absence or recusal of the panel chair, will conduct the hearing. All Panel members will have voting rights including the Board chair if he/she is serving on the panel.

Members of the Appeals Board Panel cannot be from the same department as those involved in the appeal. Prior to serving on a hearing panel, board members are expected to sign a statement confirming that nothing would preclude them from acting fairly and impartially in deciding the matter before the hearing panel and that they have no knowledge of the case. Both parties of the hearing will have an option of removing one board member with reasonable cause. The Board chair is responsible for selecting a panel of five members, plus one alternate member to hear a particular appeal. The Board chair may also be part of the final panel. The panel will designate one member of the hearing panel to serve as the panel chair. The final panel must consist of at least three university support staff.

Appointments to the board are for three consecutive years with five (5) members being replaced each year, with the exception of the first two years when one group of five will serve one year, and one group of five will serve two years to start the staggered terms.

Example: 3 USS and 2 unclassified FY 14-15
3 USS and 2 unclassified FY 14-16
3 USS and 2 unclassified FY 14-17
3 USS and 2 unclassified FY 15-18
3 USS and 2 unclassified FY 16-19
3 USS and 2 unclassified FY 17-20

Board Training

Appeal Board members will be required to attend training presented by Kansas State University.

Office Responsibilities

To be determined who will provide staffing for the Appeals Board and Appeals Board panels.

Revised 8/20/13