

**Attachment 4**  
**Proposed Changes to University Handbook, Appendix B**  
**Part IV: Financial Exigency**  
**Approved by FSCOUP March 3, 2022**

**Rationale:** The language in this section regarding the composition of FSCOUP and CCOPs are duplicative. For simplicity's sake, section B95 is now referenced for composition of those groups.

**Part IV: Procedures for the Orderly Reduction of Unclassified Positions Prior to the Declaration of Financial Exigency**

To assure the meaningful participation of both staff and faculty at the university, college, and department levels in decisions leading to reductions in unclassified personnel, the following committees will be established: the Faculty Senate Committee on University Planning (FSCOUP), the College Committee on Planning (CCOP), and the Department (or "other unit") Committee on Planning (DCOP). ~~Members of these committees will be limited to and elected by tenured unclassified personnel as well as those with the rank of instructor or above not designated as term (this latter group includes persons on the tenure track and those with the same rights of notice as persons on the tenure track) that are assigned to a college, department, or other unit. Department heads, although eligible to serve on and elect members to FSCOUP and CCOP, are not eligible to serve on or elect members to DCOP. Other administrators (as defined in Article II, Section A.2. of the Faculty Senate constitution) are eligible to be elected to the vote for members to FSCOUP and the committees on planning to be established for administrative units equivalent to "college" and "department." (FSM 9-14-82) Composition of FSCOUP and CCOPs are outlined in section B95 of the University Handbook.~~

The character and composition of these committees and the conditions initiating their activities are as follows:

- A. FSCOUP shall participate with the Office of the President in decisions resulting in the allocation of personnel reductions at the university level when a condition of financial stress necessitates notification of non-reappointment of one or more full-time persons serving at the rank of instructor or above with an appointment not designated as term. When such a condition is indicated, the president shall so notify the president of Faculty Senate who will then initiate the participation of FSCOUP. ~~FSCOUP is composed of one elected member from each of the university's nine colleges, the library, the extension division, and the general administration and includes, in a non-voting capacity, the Student Senate representative to Faculty Senate. The caucus of each Faculty Senate group elects the college's representative, and those elected serve initial terms of one, two, or three years as decided by lot by the Faculty Senate Executive Committee. Succeeding terms are to be for three-year periods. See Appendix E, Section III.C.~~
- B. Each CCOP shall participate in applicable decision-making procedures with the office of its dean when the Office of the President in consultation with FSCOUP allocates reductions which necessitate, within the college, the non-reappointment of a full-time person serving at the rank of instructor or above with an appointment not designated as term.

~~A CCOP, a committee within any of the university's nine colleges, the library, the extension division, and the general administration, shall be limited to nine members and no department or comparable~~

~~designation within the college may hold committee positions greater than 25 percent of the CCOP membership, unless the composition of the college is such that this is impossible, in which case no department or comparable designation within the college may hold committee positions greater than four-ninths of the CCOP membership.~~

C. Each DCOP shall participate in applicable decision-making procedures with its department head when the above allocation of personnel reductions would result in the non-reappointment within the department of a full-time person serving at the rank of instructor or above with an appointment not designated as term.

A DCOP is representative of a department or comparable designation that is subordinate to one of the 11 university units described under CCOP. The composition and size of such committees shall be determined by a majority vote of those department members eligible to vote for committee membership.

Generally, decreases in the number of authorized positions for Kansas State University's educational program will be so apportioned among administrative personnel, Library staff, and collegiate faculties that such groups will maintain the same relative distribution of positions as existed prior to imposed reductions in authorized unclassified positions. However, when specific needs are manifestly paramount, the president and other unit administrators may, in consultation with their appropriate committees, apportion reductions in accordance with relative needs.

Decisions which effect a reduction in unclassified positions shall place emphasis upon 1) the preservation of essential university programs and functions, 2) the compliance with the university's commitment and legal obligation to affirmative action, and 3) the continuance in position of faculty and staff members of demonstrably superior merit. With the assurance of such conditions and prior to a declaration of financial exigency, positions will be withdrawn as necessary from the following groups, listed in the order of decreasing vulnerability: a) vacancies, b) non-tenure-track positions, and c) non-tenured, tenure-track positions. Within these vulnerability groups and within a particular department, vulnerability shall be in decreasing order--non-professorial ranks, assistant professors, associate professors, professors--and within those ranks from those with least years of service in that category to those with most. When necessary to assure compliance with the requirements of 1, 2, or 3 above, departures from such order will be made and their rationale in writing be given to appropriate faculty committees