

A decorative graphic on the right side of the page. It features three concentric circles in shades of blue, arranged vertically. Two thin blue lines intersect the circles, creating a geometric pattern. The circles are positioned in the upper right and lower right areas of the page.

Welcome to Washburn!

This New Employee Orientation Manual provides a general introduction to employment with Washburn University. We're glad you're here!!

Fall-Winter, 2011-2012

Table of Contents

Overview	5
New Employee Meeting with Human Resources	5
Mission	6
History.....	7
Getting Started	8
iCard.....	8
Computer Access.....	8
Keys	8
Parking.....	9
Payroll	9
Phones	9
Campus Map	9
Organizational Areas.....	10
Academic Affairs.....	10
Administration and Treasurer.....	10
Enrollment Management.....	11
Student Life	11
Academic Departments	12
College of Arts and Sciences	12
School of Applied Studies	12
School of Business	13
School of Law	13
School of Nursing.....	13
Administrative and Support Services	15
Academic Outreach	15
Academic Scheduling and Commencement Services Office	15
Admissions	15
Alumni Association	16
Athletics	16
Bookstore	16
Campus Activities Board.....	16
Career Services.....	17
Center for Kansas Studies.....	17
Counseling Services	17
Crane Observatory	17
Curriculum Resource Center.....	18
Center for Undergraduate Studies and Programs (CUSP).....	Error! Bookmark not defined.
Dining Services	18
Equal Opportunity.....	19
Facilities Services	19

Finance Department	19
Financial Aid	19
Grants Office	20
Health Services	20
Honors Program.....	20
Human Resources	20
Ichabod Service Center	21
Information Systems and Services	21
Institutional Research.....	21
Instructional Media	22
International Programs	22
Inventory Control Services	23
Joint Center on Violence and Victim Studies.....	23
KTWU.....	23
Law Library	24
Leadership Institute.....	24
Learning In the Community (LINC).....	24
Mabee Library	25
Memorial Student Union.....	25
Multicultural Affairs	25
Mulvane Art Museum.....	26
Purchasing	26
Residential Living	26
Risk Management and Safety	26
Small Business Development Center	27
Student Activities and Greek Life	27
Student Recreation and Wellness Center	27
Student Services	27
Theatre, Andrew J. and Georgia Neese Gray	28
University Counsel.....	28
University Police.....	28
University Mail and Printing Services	29
University Registrar.....	29
University Relations.....	29
University Scheduling Office	30
Washburn Institute of Technology.....	30
Washburn Station	30
Washburn Student Government Association.....	30
Washburn University Foundation.....	31
Employee Benefits.....	32
Employment Policies.....	34
Acceptable Use Policy	34
Clery Act.....	34
Equal Opportunity Policy Statement.....	35
Emergency Phones	35

Emergency/Severe Weather	35
Family Educational Rights and Privacy Act of 1974	36
Harassment	36
Sexual Harassment.....	36
Substance Abuse.....	37
Workers’ Compensation Reporting	37
Terms of Employment	38
Employment Contract	38
Position Descriptions	38
Performance Standards.....	38
Performance Reviews	38
Probationary Period	39
Required On-line Training.....	39

Overview

The New Employee Orientation Manual (EOM) provides a general introduction to employment at Washburn University. More detailed information will be made available at meetings and training sessions with your supervisor. Additionally, employees are encouraged to consult the Washburn University Policies, Regulations and Procedures Manual (WUPRPM) for answers to their questions. Each department has a hard copy of the WUPRPM. The WUPRPM is available on-line to all University employees, and it can be found under the “University Services” tab on My Washburn. Click on Faculty/Staff Handbooks and Policies (left side of page).

New Employee Meeting with Human Resources

New Employee meetings are held monthly or as otherwise needed for all newly-hired employees. These meetings provide an opportunity for new employees to meet other new employees, learn about the University and address questions about employee benefits.

Mission

Washburn University strives to continue to be an outstanding public metropolitan educational resource for the people of Kansas and the region, emphasizing excellence in teaching. This emphasis on quality instruction in the learning/teaching process has been maintained since Washburn's founding in 1865 and its evolution from a small church college to a comprehensive public metropolitan university. The University takes pride in its faculty and staff and the talent and diversity they bring to the educational process.

The University's educational objectives are to prepare individuals for careers and further study in a variety of disciplines and for a lifetime of continuous learning. The open admissions policy on the undergraduate level allows Washburn to offer higher education to a diverse population, but also requires the University to make a special effort to help individuals reach their full academic potential. An extensive advising system compliments the educational program.

Washburn provides educational opportunities principally for the residents of Topeka, Shawnee County and Northeast Kansas. It also attracts students from the entire state, nation and the world. Degrees are awarded at the associate, bachelor, master and professional levels. The general education foundation is the common base for all the University's undergraduate degrees. The College of Arts and Sciences and the School of Law historically have been and continue to be areas of strength for Washburn. As a metropolitan institution, programs in the Schools of Business, Nursing and Applied Studies, and the Division of Continuing Education are special emphases of the University. Washburn is also responsive to the needs of the recent high school and community college graduate, but it also has an additional commitment to provide educational opportunities for the adult learner.

As a metropolitan university, it is not only a university located in the city, it is an integral part of the community, the state and the region. It must focus on the total educational needs of the area and must adapt and change with the ever varying demands placed on it. Through musical and theater performances, library services, public forums, lecture series and art exhibitions, the University enriches the community's cultural and intellectual life. Working with business and industry, health care providers, government, social agencies, public schools and regional educational institutions, Washburn assists others in establishing and reaching their goals and objectives. University faculty and staff engage in research and creative activities and participate on commissions and boards to improve teaching effectiveness, meet community needs, and contribute to the extension of knowledge. The University also joins with other post-secondary institutions and organizations in offering educational opportunities for the people of Kansas and is committed to participation in appropriate cooperative ventures.

Washburn University is accountable to itself, its students, the citizens of Topeka and the taxpayers of Kansas. It is committed to accreditation of appropriate academic programs, to vigorous regular self-assessment of both academic and non-academic programs, and to continuous improvement

Approved by the Washburn Board of Regents, January 20, 1996.

History

Washburn University was established in February 1865 as Lincoln College by a charter issued by the State of Kansas and the General Association of Congregational Ministers and Churches of Kansas. A two-story brick building on the northeast corner of 10th and Jackson Streets was soon erected and the first classes began in January 1866. In 1868, the school was renamed Washburn College, in recognition of a \$25,000 donation by Ichabod Washburn, a church deacon and resident of Worcester, Massachusetts.

The University was granted a permanent location in 1865 when Topekan Col. John Ritchie donated a 160-acre site, which at the time was a considerable distance southwest of the city. Construction on the first building began in 1872, with occupancy taking place in 1874. For the next two decades, college President Peter MacVicar conducted an aggressive development campaign. His efforts resulted in the establishment of numerous Victorian limestone structures which characterized the campus for the next 90 years. Expansion of the school was constant. The School of Law was organized in 1903, as was a School of Fine Arts and a medical school, which educated physicians until 1913. During the next three decades structures such as the Mulvane Art Museum, Benton Hall and Whiting Field House were added to the campus. In June 1966, a tornado struck Topeka and several historic buildings on campus were demolished. The Washburn community rallied and financial support from friends and alumni made possible the rebuilding of many school facilities during the coming years. Today, University facilities offer more than one million square feet of modern academic and support space.

In 1941, the citizens of Topeka endorsed Washburn by voting to establish a municipal university, supported in part by an ad valorem tax on property within the city of Topeka, and governed by a local board of regents. In 1952, the Washburn Board of Regents officially changed the name of the school to Washburn University. In 1999, the University's tax-based funding was moved from the ad valorem tax on property within the city of Topeka to a sales tax imposed by the University on sales within Shawnee County, with the University retaining status as a municipal subdivision of the state. In addition to local financial support, Washburn has received state funds since 1961, which have been coordinated by the Kansas Board of Regents since 1991. Washburn is governed by its own nine member Board of Regents.

Washburn provides broadly-based liberal arts and professional education through more than 190 certificate, associate, bachelor, master and juris doctor programs through the College of Arts and Sciences and the Schools of Law, Business, Nursing and Applied Studies. Ninety-seven percent of the faculty hold a doctorate or the highest degree available in their discipline.

Getting Started

iCard

Identification cards (iCards) are issued to all Washburn University students and employees. Upon entry of your appointment into the Banner computer system, the system will generate a Washburn Identification Number (WIN) for you. Your WIN number and a valid government-issued photo identification document (e.g., driver's license, passport, military I.D.) are required before your iCard can be issued to you.

To obtain your iCard, visit the Ichabod Service Center in the Memorial Union, where you will be photographed and your iCard will be issued. There is no fee to receive your initial iCard; however, there is a replacement fee for lost cards. You may use your iCard to access various University events and services, check out materials from University libraries, and for door access to restricted areas on campus for which you are authorized access. Some local merchants also provide discounts and special prices for University employees who show them their iCards.

Computer Access

Information Systems and Services (ISS) sends account and access information to new staff and faculty via campus mail. If your appointment was entered into Banner prior to your first day of employment at Washburn, you may already have received this information. If you have not, you may call the ISS Support at ext. 3000 and have the information sent to you via campus mail, or stop by the ISS Department in Bennett Computer Center and ask them to print a copy of the information for you. At any time you need assistance or have questions regarding your computer access, you may call ISS support from any University phone or email support@washburn.edu from any computer.

Keys

If you are authorized to have building and office keys, your supervisor will need to complete a key requisition card. Once it has been signed as required by your Department Head, take the requisition card to the Facilities Services building (see campus map for location) where the appropriate keys will be issued to you. Should you lose the keys issued to you, you will be charged a fee to replace each lost key. If you should leave employment of the University you will be required to return all keys.

Parking

Campus parking in designated, restricted parking lots is available to all Washburn employees. There is no fee for use of restricted parking lots; however, you must use a gate card to enter them and display a hang tag in your vehicle to avoid receiving a parking ticket. You may obtain a gate card and hang tag for your vehicle in the University Police office located at the south end of Morgan Hall. You will need to provide your vehicle's license plate number, make and model, and your Washburn ID number to receive your hang tag and gate card.

Payroll

Non-exempt (hourly) employees are paid bi-weekly; exempt employees are paid monthly on the last work day of the month. Pay schedules are available under the University Services tab on My Washburn. Click on Finance Office, Payroll and Pay Calendar.

Employees are encouraged to have their paychecks electronically deposited directly to their bank accounts. If you wish to take advantage of this service and have not already done so, visit the Payroll Office located in the Business Office in Morgan Hall room 205 and complete an electronic deposit authorization form. You will also need to provide a voided blank check. If you have elected to participate in payroll direct deposit, you will receive a pay advice in campus mail on or around each pay date. Those employees who choose not to participate in payroll direct deposit will need to pick up their paychecks in the Payroll Office on the designated payroll dates.

Phones

The exchange for all main campus phone numbers is 670 and for Washburn Institute of Technology is 228. Callers who are dialing another individual on the same campus can dial the last 4 digits of the phone number to reach the party they are calling. To complete calls from one Washburn campus to the other, callers must dial 9 for an outside line then the entire 7-digit phone number.

Specific, detailed information about the features and use of the University's phone system is available under the Technology Support tab on My Washburn. If your phone service has not yet been established, you will find a Phone Service Request Form on that site to help you as well.

Campus Map

See next page.

You may also visit <http://www.washburn.edu/main/visitors/maps/campus-map.pdf>.

Organizational Areas

Academic Affairs

Randy Pembroke, Vice President

Nancy Tate, Associate Vice President

Bradbury Thompson Center, Suite 200

Extension 1648

The Vice President for Academic Affairs (VPAA) is responsible for all operations of the academic arm of Washburn University, providing administrative oversight, academic leadership, and external representation. The VPAA provides direction for all academic programs and, in conjunction with the faculty, establishes educational priorities for academic budgeting, hiring, and curricular changes enabling Washburn University to serve students by offering an academically challenging, relevant, and coherent curriculum provided by highly qualified faculty.

The Academic Affairs Office administers funds which have been allocated to support faculty and curriculum development as well as research initiatives. In addition, the office provides oversight for several academic support functions including the University libraries, Academic Scheduling and Commencement Services, the KTWU public television station, the Mulvane Art Museum, International Programs, Academic Outreach, and various interdisciplinary academic programs.

Administration and Treasurer

Rick Anderson, Vice President

Bradbury Thompson Center, Suite 208

Extension 1634

The Vice President for Administration and Treasurer (VPAT) is responsible for the management and development of Washburn's operating and capital improvements budgets, supervision and operations of all fiscal areas (Budget, Business Office, Finance, Payroll, Purchasing), property and liability insurance programs, computing and information technology resources, campus physical facilities, University Police, Human Resources, Risk Management and Safety, Memorial Union and auxiliary operations.

Enrollment Management

Richard Liedtke, Executive Director

Morgan Hall 104B

Extension 1812

Enrollment Management oversees the operations of University Registrar, Admissions and Financial Aid. The activities of each office are planned, operated and coordinated to meet the University's enrollment goals to attract, retain and graduate the student body.

Student Life

Denise Ottinger, Vice President

Meredith Kidd, Dean of Students

Morgan Hall 104

Extension 2100

The Vice President for Student Life is responsible for the operations of residence halls, the Student Recreation and Wellness Center, Student Activities and Greek Life, Health Services, Student Services, and Multicultural Affairs. The Student Life office also addresses issues such as student health insurance, reinstatement, discipline, general University concerns, and standards and approvals for posting flyers and posters in University buildings.

Academic Departments

College of Arts and Sciences

Dr. Gordon McQuere, Dean

Morgan Hall 108

Extension 1561

The College of Arts and Sciences (CAS) provides the liberal education central to the mission of Washburn University. The College strives to motivate and challenge students to develop creative thinking, aesthetic awareness, and discriminating judgment, as well as a sense of purpose and a zeal for continued independent and formal learning.

The five divisions of the college are: humanities; social science; natural sciences, mathematics and computer information sciences; creative and performing arts; and education/health, physical education and exercise science. CAS alumni have gone on to do extraordinary things. Among the 11,000 CAS alums are Nobel Prize winners, presidential candidates, nationally recognized coaches, world-renowned scientists, entrepreneurs, academicians and writers.

School of Applied Studies

Dr. Willie Dunlap, Dean

Benton Hall 306

Extension 2111

Established in 1983, the School of Applied Studies provides educational programs in disciplines which respond to community and state needs. The school is comprised of four departments: Allied Health, Criminal Justice and Legal Studies, Human Services, and Social Work. Degree offerings range from the associate's through master's degrees depending upon the department. Some departments also offer one year certificates in their fields. Washburn University provides 26 associate degree options in conjunction with the Washburn Institute of Technology through the School of Applied Studies.

The School offers approximately 1,250 majors, awards 31% of the undergraduate and 45% of all graduate degrees conferred by the University (excluding the School of Law). Applied Studies is accredited by 10 external agencies, which speaks well of program quality. The School also places over 500 students in internship/clinical practicum experiences in more than 400 agencies in Topeka and throughout the state of Kansas each academic year.

School of Business

Dr. David Sollars, Dean

Henderson Learning Resources Center 114

Extension 2045

Established July 1, 1973, the Washburn University School of Business provides quality professional education in business and economics. Major milestones in the development of the School include availability of a Bachelor of Arts (BA) degree with a major in Economics since 1904, creation of the Bachelor of Business Administration (BBA) degree program in 1946, and implementation of the Masters of Business Administration (MBA) degree program in 1982. The School of Business was accredited by the Association to Advance Collegiate Schools of Business International in April 2006.

Undergraduate students may earn the Bachelor of Business Administration (BBA) degree with a major in Accounting, Economics, Finance, Management, Marketing, and General Business or the Bachelor of Arts (BA) with a major in Economics and the minor in International Business. At the graduate level, the School of Business offers the Masters of Business Administration (MBA) degree. Business education at Washburn is accredited by AACSB International.

School of Law

Thomas Romig, Dean

Law School 202

Extension 1662

In existence since 1903, Washburn University School of Law provides professional training for students who utilize that training in the practice of law or closely related employment. The school's location in the state capital provides access to state courts at every level, the federal district court, state and federal administrative bodies and the state legislature. Over the years, Washburn law graduates have served in state and federal judiciary, state legislatures, the Congress of the United States, and numerous other public positions of trust at local, state and national levels.

The School of Law has a proud heritage and has maintained a strong position by combining adherence to traditional values in legal education with progressive vision.

School of Nursing

Monica Sheibmeir, Dean

Petro Allied Health Center 203

Extension 1526

The baccalaureate nursing program was established at Washburn University in the fall of 1974 as a department within the College of Arts and Sciences. In 1982, the program was granted School of Nursing status and operates as one of the major academic units of the University. The School of Nursing offers the Bachelor of Science in Nursing (BSN) and the Masters of Science in Nursing (MSN) degrees and has an enrollment of approximately 240 undergraduate and graduate

School of Nursing (continued)

students. In addition, pre-nursing students preparing to enter the nursing program receive advisement prior to entry into the program. An articulation program is available for registered nurses and licensed practical nurses seeking the BSN degree. A School Nurse Certificate program is offered for RN students.

Administrative and Support Services

Academic Outreach

Dr. Tim Peterson, Dean

Benton Hall 408

Extension 1399

The Office of Academic Outreach serves the University through the coordination of programs designed to increase access to “learning for a lifetime” for select academic and post-baccalaureate professional development programs that have a direct connection to academic areas and are generally considered post-baccalaureate in terms of knowledge or skills.

Academic Scheduling and Commencement Services Office

C.J. Crawford, Manager

Morgan Hall 265

Extension 1301

Classroom space for regularly scheduled academic courses is scheduled through this office.

Admissions

Morgan Hall 114

Extension 1030

The Admissions Office serves as the point of entry for all prospective students. Throughout the year, Admissions staff work to create a presence among high school students throughout the State of Kansas. On campus, Admissions staff serve as hosts to prospective students and their parents when they visit the campus. They make arrangements to ensure the success of their visits and demonstrate many of the opportunities and advantages Washburn offers to its students. Contact Admissions if you know someone who would make a great “Ichabod!”

Alumni Association

Susie Hoffmann, Director

Bradbury Thompson Center Main Level

Extension 1641

The Washburn Alumni Association was organized in 1885 to advance the mutual interests of the University and its alumni. The Washburn Alumni Association nurtures and supports relationship between alumni and the University, keep alumni informed regarding University activities, and bring alumni together to promote fellowship and serve our alma mater. The Association reaches out to approximately 31,000 alumni living in all 50 states and several foreign countries. Two thirds of Washburn's alumni live in Kansas. Half of those who live in Kansas reside in Shawnee County. More than 3,000 alumni are members of the Alumni Association.

Athletics

Loren Ferré, Director

Petro Allied Health Center

Extension 1134

Washburn's 10 intercollegiate sports programs participate as a member of the MIAA Conference and the NCAA Division II. The University fields teams in five women's sports including basketball, soccer, tennis, volleyball and softball; and five men's sports which include football, basketball, tennis, golf and baseball. The men's teams are known as the Ichabods; the women's teams are known as the Lady Blues. Season tickets may be purchased for football and basketball at a discount for faculty and/or staff. For ticket information call extension 1092.

Bookstore

Kay Farley, Director

Memorial Student Union

Extension 1049

The Washburn University Bookstore, located in Memorial Union, is an auxiliary operation of Washburn University and offers textbooks, books for general reading, supplies, computer software, clothing items, cards, and gift items for the campus community as well as the public. Although there is no individual employee discount, campus departments receive a 10% discount on purchases.

Campus Activities Board

Memorial Student Union

Extension 1222

The Campus Activities Board (CAB) is an organization of undergraduate students who plan entertainment and special events at Washburn. Events are organized with student interests in mind, but staff are often welcome to participate as well.

Career Services

Kent McAnally, Director

Morgan Hall 123

Extension 1450

Career Services provides opportunities for interaction among students, alumni, employers, and the University community to promote lifelong career development. From the freshman seeking part-time job opportunities, to the junior seeking an internship, to the senior or alumnus seeking a full-time career opportunity, Career Services offers assistance with the employment process.

Career Services staff provide workshops, class presentations, and individual counseling on topics such as résumé writing, interviewing skills, mock interviews, networking, and job search strategies.

Career Services sponsors career networking and interviewing events such as the fall and spring Career Fairs and Interview Days. The Career Services website, with job-search information, leads, and tips, is located at www.washburn.edu/services/career.

Center for Kansas Studies

Tom Schmiedeler

Henderson Learning Resources Center 313

Extension 1559

The Center for Kansas Studies at Washburn University encourages study of the state's history and culture to gain insight into oneself as a product of these forces. The Fellows of the Center are Washburn faculty who offer courses which focus on the state and who benefit from the interdisciplinary exchange of ideas and resources.

Counseling Services

Marilynn Koelliker, Director

Morgan Hall 122

Extension 1450

Counseling services are available to all currently enrolled Washburn students to support their intellectual, personal and social growth. Additionally, University employees may receive limited services to obtain referrals for services in the community or to discuss possible options to their concerns. All information shared is confidential. Services are provided at no cost.

Crane Observatory

Stoffer Science Hall

Extension 2264

The Crane Observatory offers open house and tour group appointments for viewing the sky through the Warner & Swasey refracting telescope built in the late 1800's.

Curriculum Resource Center

Carnegie Hall 101

Extension 1436

Demonstrating the integral role a library/media center plays in curriculum development and implementation in the classroom, the Curriculum Resource Center (CRC) provides Washburn students and faculty with materials and equipment to use in demonstrating and developing instructional experiences. The Center also provides a practical collection of materials which area teachers can use with students in the classroom or to develop learning experiences. Any Kansas resident 18 years of age or older may check out materials from the CRC. First priority, however, is given to Washburn faculty, students, and staff. A Washburn iCard or Guest Borrower's Card is **required** for checkout.

Center for Student Success

John Dahlstrand, Assistant Dean of Student Success

Morgan Hall 122B

Extension 1972

The Center for Student Success provides support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation. Academic Advisors in the Center offer assistance and support to students throughout their time at Washburn. The Office of Career Counseling, Testing, and Assessment is an integral part of the Center, providing assistance to students in the exploration of college and career interests and related personality characteristics and abilities. Occupational information, computer-assisted career exploration, and graduate school information are also provided. The Educational Opportunity Program is also a part of the Center, providing academic support and through tutoring, mentoring and other services to promote student success.

Dining Services

Memorial Student Union

Extension 1456

Breakfast, lunch and dinner are served in Union Market, the University's central dining area which is located in Stauffer Commons. Hours of service vary, but generally the Union Market opens at 7:00 a.m. during the week and 11:00 a.m. on weekends. Catering services are also available for meetings and programs, small and large, in the Memorial Union as well as other locations on campus.

Equal Opportunity

Carol Vogel, Director

Morgan Hall 380A

Extension 1509

The administration of Washburn University is committed to its support of the principles of equal opportunity for students, faculty, and staff. Each unit within the University is charged with conducting its practices in conformity with these principles. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all personnel share in the specific activities necessary to achieve these goals.

Facilities Services

Facilities Services Building

Extension 1149

The Facilities Services Department is responsible for the construction, operation, and maintenance of the University's facilities. The facilities consist of the buildings, grounds, and supporting infrastructure. The department also provides the services necessary to enable the facilities to be used by the community.

Finance Department

Chris Leach, Director

Morgan Hall 205

Extension 1156

The Finance Department provides financial and accounting information and support to all units of the University. It includes the Business Office (Payroll, Grants Accounting, and the Bursar's Office), Accounts Payable, Fixed Assets, and Financial Accounting and Reporting.

Financial Aid

Gail Palmer, Director

Morgan Hall 267

Extension 1151

Washburn University provides financial assistance through scholarships, grants, college work study, and student loans. In addition, academic departments award scholarships to students who have special talents or skills. Tuition assistance for employees with dependent children who attend Washburn University is also administered by this office.

Grants Office

Debra Mikulka, Grant Facilitator
Bradbury Thompson Center 12G
Extension 1403

The Grants Office promotes and facilitates the acquisition of extramural funding to support Washburn University programs, projects and related activities. The Grants Office provides resources and assistance to faculty, staff and administrators to foster project ideas, locate funding opportunities, strengthen grant writing and research skills, develop grant proposals, and comply with applicable approval and compliance requirements.

Health Services

Shirley Dinkel, Interim Director
Morgan Hall 170
Extension 1470

All Washburn University students and employees are eligible to visit Health Services free of charge for treatment of illness or injuries. No appointment is necessary. Treatment is not available to spouses or children of students or employees. Services provided by Health Services include care for illnesses or injuries, health education, preventive medicine, family planning services, diagnostic consultation of physical and emotional problems, and referrals to other health care facilities when necessary.

Employees who are injured on the job are to be treated at St. Francis Medical Center.

Honors Program

Dr. Michael McGuire
Henderson Learning Center 110
Extension 1342

The University Honors Program provides opportunities for highly motivated students to enrich their education through special honors sections of existing courses, special honors seminars and colloquia that satisfy general education requirements, independent research projects, a close working relationship with distinguished faculty, individual advising, and special intellectual, cultural, and social activities.

Human Resources

Deborah Moore, Director
Morgan Hall 263
Extension 1538

Human Resources facilitates the employment, retention and improvement of all University employees through appropriate recruitment, orientation, salary administration, training, and benefit programs.

Ichabod Service Center

Gayla Sarkesian, Office Assistant II

Memorial Student Union

Extension 1188

The Ichabod Service Center provides the Washburn iCard, the official photo ID card for Washburn University. All faculty, staff, and students will need this card whenever asked to present University identification. The iCard includes the cardholder's photograph and official Washburn Identification Number (WIN). The first card is issued at no cost to an individual or department. Replacement cards are issued for a fee. Washburn University offers a "one-card" campus, and the iCard can be used to access various University events and services, library circulation, all campus retail operations, and door access for the Living Learning Center, Washburn Village, the Student Recreation and Wellness Center, and the Art Building.

Information Systems and Services

Morgan Hall 237

Extension 2066

Information Systems and Services (ISS) works to address all campus technology needs. The Technology Support Center, located in Bennett Hall, provides e-mail (support@washburn.edu), telephone (ext 3000) and walk-in support for voice mail, MyWashburn, e-mail and other services offered by Washburn's technology team. Support is also provided to University administrative and academic units using the Banner integrated system.

Institutional Research

Melodie Christal, Director

Bradbury Thompson Center Lower Level

Extension 1876

Institutional Research serves as a central repository for data about Washburn University and its operations. Its mission is to analyze the data and effectively communicate information to other departments at Washburn and external entities (e.g., state and federal governments and accrediting agencies).

Instructional Media

Brenda White, Manager

Henderson Learning Resources Center 10

Extension 1505

Instructional Media, a unit of Information Systems and Services, provides a variety of services for the Washburn campus and the Topeka community, including the following:

- Educational Television - WU student programs, international programming, sporting events and public service announcements on WUCT-CH 13, an educational access channel.
- Video Conferencing
- Video and Multimedia Production
- Satellite Conferencing
- Video/Audio Streaming

Several production labs in Henderson are also maintained by Instructional Media including a television production studio, editing lab, audio lab, and an interactive distance learning classroom. In addition, classrooms throughout the campus are equipped with technology to project video, audio, and data. Implementation and installation of these mediated classrooms is coordinated through Instructional Media.

International Programs

Baili Zhang, Director

International House

Extension 1051

International Programs is located in the International House near the Memorial Union (see campus map for location). Services provided by the director and staff include advising and assistance to international students, assistance with study abroad, assistance to faculty and administrative officials who wish to present papers or do short-term projects abroad, host to international campus guests, development and maintenance of relationships with foreign universities and international programming on campus. The director also serves as University liaison to the International Center of Topeka, Inc., a community group of about 200 members interested and involved in international issues.

Inventory Control Services

John Bredahl, Manager

Morgan 231

Extension 2313

Inventory Control Services at Washburn University identifies, tags, and tracks University Capital and Controlled assets. This office should be advised when these items are acquired, transferred within the University, or are going to be disposed of so they may be properly noted for inventory/audit purposes. Information on Capital and Controlled assets can be found under Section M, Washburn University Policies, Regulations and Procedures Manual, or you can contact the office for assistance.

Inventory Control Services is also in charge of all surplus furniture and office items at Washburn and should be contacted about availability of items from surplus, when you want to send unwanted items to surplus, or have items to be disposed of properly.

Joint Center on Violence and Victim Studies

Dr. Thomas Underwood, Executive Director

Benton Hall 408

Extension 1242

The Joint Center on Violence and Victim Studies is an affiliation between Washburn University, California State University-Fresno, and the University of New Haven. The Center addresses issues of violence and victimization through training and consultation for professionals, promotes the higher education programs of the affiliate universities, and conducts research and other special projects.

KTWU

Eugene Williams, Director

KTWU Building

Extension 1111

KTWU is a non-commercial, public television station authorized by the Federal Communications Commission, Washington, D.C. and licensed to Washburn University. KTWU commenced telecasting on October 21, 1965, as the first public television station in Kansas. KTWU provides a comprehensive broadcast schedule 24 hours each day, 7 days each week, with analog broadcasts on Channel 11 and digital broadcasts on DT Channel 23. The digital broadcasts include 3 streams of programming: Hi-Definition, Multi-cast (simulcast of Channel 11), and Multi-cast Channel "Enhance." KTWU also serves the southeast portion of the state with translator K30-AL, Channel 30, Iola, Ft. Scott, and Chanute, Kansas.

Law Library

John Christensen, J.D., Director

School of Law 214

Extension 1088

The Law Library enjoys a national reputation for excellence (National Jurist, ABA). The library is home to Washburn Web, one of the nation's leading internet legal research portals. All Washburn students, faculty and staff who present their Washburn iCards may use Law Library Services.

Leadership Institute

Jeff Mott, Director

Henderson Learning Resources Center 408

Extension 2001

The mission of the Leadership Institute (LI) is to develop and use resources to prepare participants to make an immediate contribution via leadership roles in their professions and communities. The LI administers the Leadership Studies Certificate program, an interdisciplinary program open to baccalaureate students in all majors and degree programs. This certificate program is designed to be completed concurrently with earning a bachelor's degree. Thus students graduate with a traditional major coupled with practical leadership skills and experience.

Learning In the Community (LINC)

Dr. Rick Ellis, Faculty Advisor

Benton Hall 404

Extension 2117

LINC is the student-directed community service learning office for the Washburn University campus. LINC's mission is to promote a life-long commitment to service among Washburn students, faculty and staff. LINC has been providing opportunities for service learning to the students of Washburn University since the fall of 1993. During this time, the student coordinators have recruited and placed over 900 students into meaningful volunteer projects throughout the community, and worked with over 300 different non-profit agencies. In addition, LINC has expanded to include: University Networking in Tutoring Youth (U.N.I.T.Y.), America Reads/America Counts, Student Coalition for Action in Literacy Education (SCALE), and supports the Alternative Spring Break Program.

Mabee Library

Alan Bearman, Dean

Mabee Library

Extension 1179

The Mabee Library provides a full array of library services to the Washburn University community. All Washburn faculty, staff, administrators, and students must present their current Washburn iCards for material check-outs and renewals, and to reserve usage. Any Kansas resident, 18 years of age or older, may apply for a Guest Borrower's Card and use Mabee Library services as well. The Library uses the Library of Congress Classification Scheme for shelving materials. ATLAS allows students, faculty and staff to search Library holdings and access full-text Library resources from any computer terminal on campus or off campus.

Memorial Student Union

Kathy Reser, Director

Memorial Student Union

Extension 1454

The Memorial Student Union is home to a variety of support services, including the University Bookstore, Dining Services, the Corner (convenience) Store, and the Ichabod Service Center. There are also a variety of meeting rooms available for use in the Union to accommodate a range of needs.

Multicultural Affairs

Dona Walker, Director

Morgan Hall 110

Extension 1622

Multicultural Affairs assists students in their overall development as they pursue a course of study and serves any individual or group seeking knowledge, understanding, and appreciation for human similarities and differences represented in Washburn University's diverse community. This is accomplished through involvement in academic, social, cultural, and career-oriented activities and experiences throughout the year.

Mulvane Art Museum

Cindi Morrison, Director

Garvey Fine Arts Center

Extension 1124

With almost 3000 objects in its permanent collection, a schedule of changing exhibitions and numerous public programs, Mulvane Art Museum has something of interest for everyone. Founded in 1922, Mulvane Art Museum is Kansas' oldest art museum. Its facilities feature over 5,000 square feet of exhibition space on two floors. The museum is also home to the ArtLab, an educational facility for all ages that includes a resource library and four art classrooms. Admission to the Mulvane is free.

Purchasing

Mel Ragar, Director

Morgan Hall 235

Extension 2312

Purchasing provides the service and support necessary for the procurement of goods and services for the University community in the most economical means possible while complying with established policies and regulations. Procurement activities are accomplished through cooperative interaction with University faculty, staff, and students through fair and open competitive bidding.

Residential Living

Mindy Rendon, Director

Living Learning Center

Extension 1065

Residential Living manages on-campus housing for full time-students in four University residence settings: Living Learning Center, West Hall, Kuehne Hall, and Washburn Village. Residential Living also facilitates programs to enhance the personal and academic experience for all residents.

Risk Management and Safety

Darrell Dibbern, Director

Morgan Hall 235B

Extension 1779

Risk Management and Safety is a resource for training, assistance, concerns, and risk analysis to the campus community on many levels associated with workers' compensation claims, injuries and compliance issues. This office holds responsibility for the Washburn crisis management plan as serves as a resource for communication, awareness and ongoing training in disaster planning. Hazardous materials, food, fire, health, and insurance inspectors are assisted by this office during campus inspections.

Small Business Development Center

Karl Klein, Interim Director

120 SE 6th St., Suite 110

234-3235

The Washburn University Small Business Development Center (SBDC) provides confidential one-on-one counseling and training for people either in business or wanting to start a new business. There is no charge for the counseling and a small fee for seminars. The SBDC also provides referrals to a variety of different resources.

Student Activities and Greek Life

Jessica Neumann, Director

Memorial Student Union

Extension 1723

Student Activities and Greek Life at Washburn strives to be a teacher of students as they become involved in student organizations and campus life. Their purpose is to create educationally purposeful activities that will facilitate the development of the whole person.

Student Recreation and Wellness Center

Joel Bluml, Director

Student Recreation and Wellness Center

Extension 1314

The 39,000 square foot Student Recreation and Wellness Center contains a gymnasium, fitness loft, rock climbing wall, wellness suite, and a multi-purpose room. Student use of the Center is free, but faculty and staff may use the facilities for a reasonable fee. Contact the Center for hours and fees.

Student Services

Jeanne Kessler, Director

Morgan Hall 135

Extension 1629

Student Services provides assistance to non-traditional students, veterans and students with permanent or temporary disabilities. Students who request services for more than one week must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Services, based on individual needs, are note-takers, readers, library assistance, recorders, tapes or other necessary accommodations.

Theatre, Andrew J. and Georgia Neese Gray

Garvey Fine Arts Center

Extension 1639

Public performances are offered throughout the year by the Theatre Department in the Andrew J. and Georgia Neese-Gray Theatre. As one of the University's "public faces," the University Theatre is a cultural resource provided for the students, faculty, staff and alumni of Washburn and the Topeka community. Students, faculty and staff may attend Theater Department productions without charge upon presentation of their WU iCards.

University Counsel

Lisa Jones, Counsel

Morgan Hall 208

Extension 1712

The University Counsel, as the in-house attorney for the University, its Board of Regents and administration, provides legal services to the University and to those persons acting in their official University capacity and within the scope of their employment.

University Police

Dean Forster, Director

Morgan Hall, south end of center wing

Extension 1153

The University Police Department is a service-oriented campus department that provides a variety of services to ensure a safe campus environment and to assist members of the campus community. The Department is responsible for all law enforcement activities, ranging from preventive patrol, on foot, bicycle, and in clearly marked police vehicles to investigation of criminal offenses, recovery of property, apprehension of offenders, and providing monthly crime reports. The department is also responsible for parking and traffic control. The officers are state-certified police officers. Their duties include enforcement of federal, state and local laws and University policies and regulations.

The Department also provides related services such as a Lost and Found, guest and contractor parking permits, general information and parking information. The Department is open 24 hours each day, every day of the year.

University Mail and Printing Services

Alan Doolittle, Director

Morgan Hall 113

Extension 1605

University Mail and Printing Services provides a wide variety of printing, copying, faxing and mailing solutions for all Washburn University departments and student groups. A wide array of paper types and colors are available and can be printed in black and white, or color. The finished project can be bound or folded and can also be addressed and mailed or distributed across campus.

University Registrar

Dr. Carla Rasch, University Registrar

Morgan Hall 115

Extension 1074

The Registrar's Office provides academic support services for the academic programs of the University, serving faculty, students, administration, staff, and alumni. The office maintains timely and accurate records of the academic progress of Washburn students. A number of services and activities are conducted as a result of maintaining the academic records of students. Typical activities include advance registration, producing official transcripts, auditing degrees, checking graduation requirements to assist advisors, and ordering and providing diplomas for graduates.

University Relations

Dena Anson, Director

Morgan Hall 129

Extension 1154

University Relations is the central public relations office for Washburn University. Areas of responsibility include external communication with the media and the community and internal communication through postings on MyWashburn and on the Web. This department enhances the University's presence in the community and state by coordinating the annual Quest academic competition and presenting special celebrations, such as the University's 140th anniversary. Publications produced by University Relations include the President's Annual Report, the campus telephone directory, An Expert's Guide for the Media and Plaudits, a listing of faculty and staff accomplishments.

University Scheduling Office

*Memorial Union 1st Floor
Extensions 1725 and 1707*

Washburn University facilities are available for use by University departments, registered student organizations, non-university organizations, and individuals. Contact the Scheduling office for more information or to reserve meeting space.

Washburn Institute of Technology (Washburn Tech)

Joseph Emmons, Interim Dean
*5724 SW Huntoon
273-7140*

The Washburn Institute of Technology is committed to helping high school, adult students and business/industry students develop the skills and knowledge to pursue many opportunities in today's career fields. Among the programs offered are building and industrial technology, business technology, design technology, electronic technology, computer repair and networking, graphics technology, health occupations, mechanical technology and metal technology.

Washburn Tech is affiliated with Washburn University and is accredited or approved by Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools.

Washburn Station

*Located at the south end of FS#2 (See the Washburn Map)
Extension 1858*

Washburn Station, operated and staffed by UMAPS, provides mailing services to faculty, staff, students and citizens for USPS first class and package mail. Stamps are also available for purchase. The hours of operation are 8:00 am to 1:00 pm, Monday through Friday. The facility is closed on all University holidays.

Washburn Student Government Association

*Memorial Student Union Lower Level
Extension 1169*

The Washburn Student Government Association serves the students of Washburn University through the allocation of funds to student groups, the funding of other related projects, and maintaining continual awareness of student's interests on campus.

Washburn University Foundation

Dr. JuliAnn Mazachek, President

1729 SW MacVicar

Extension 1020

The Washburn University Foundation is an independent organization that exists to support Washburn University through fundraising and endowment fund management. Since Washburn's establishment in 1865, the Foundation has received privately endowed gift and pledge commitments now worth more than \$100 million. These funds provide for student scholarships, faculty support, equipment and technology enhancements, and visiting professor and lectureship programs. Unrestricted funds enable the University to provide timely assistance and meet unexpected needs.

Employee Benefits

Employment Policies

Following is an overview of Washburn University's employment policies. Your supervisor can guide you to the Washburn University Policies Regulations and Procedures Manual (WUPRPM) for complete information, or you may access the manual on-line under the University Services tab on MyWashburn.

Acceptable Use Policy

The following outlines acceptable use of Washburn computing resources:

- Use only those computing resources for which you have authorization.
- Protect your account information from access by others.
- Use computing resources for University-related work.
- Comply with all applicable local, state and federal laws, including copyright and licensing laws.
- Comply with Washburn University's World Wide Web Policy and all referenced Washburn University policies.
- Respect the privacy of others.
- Respect the use of computing resources by others.
- Comply with security measures employed by the University.
- Report violations of this policy to the appropriate authorities.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requiring colleges and universities across the United States to disclose information about crime on and around their campuses. Schools must publish an annual report disclosing campus security policies and three years worth of selected crime statistics.

Please refer to <http://www.washburn.edu/main/studentlife/right-to-know/crime-statistics.html> for overall crime statistics for Washburn University.

Equal Opportunity Policy Statement

Washburn University is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation or gender identity. Each unit within the University is charged with conducting its practices in conformity with these principles. Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services and employment. Equal employment opportunity includes, but is not limited to recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training and termination. Positive action shall be taken to assure the realization of equal opportunity for all employees of the University. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all employees will share in the specific activities necessary to achieve these goals. For more information contact Carol Vogel, the Equal Opportunity Director, Morgan Hall, Room 380A, (785)670-1509.

Emergency Phones

Immediate contact can be made with the University Police by using one of the Help Phones located throughout the campus. These phones may be used anytime there is a need to contact the University Police department. Help Phones are labeled with the words “EMERGENCY.” They are attached to light poles marked with red reflective lettering. To use a Help Phone, callers simply push the red button on the phone and they will immediately be connected to the University Police dispatcher.

Help Phones are located:

- Northeast of Morgan, near the K-zone parking lot
- East of Petro Allied Health Center, near the southeast entrance
- South of Stoffer at the west end of the parking lot
- Behind KTWU
- Southwest of Garvey Fine Arts Center
- North of the Law School
- Northeast of Mabee Library
- South of the Living Learning Center by Benton Hall
- Northeast corner of 19th and Jewell by Henderson Hall
- Southwest of Kuehne Residence Hall by sidewalk near parking lot

Emergency/Severe Weather

In the event of severe weather or an emergency that may lead to campus closure, information will be provided on the University’s main telephone extension, (785)270-1010. Staff and students may also receive notification via telephone by registering for I-Alert. Directions for registering are available on the “Employees” tab of MyWashburn.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Under FERPA students have the right to inspect and review their education records maintained by the school, as well as the right to request that the school correct records which they believe to be inaccurate or misleading. Generally, schools must have written permission from the student in order to release any information from the student's education record. Schools must notify students annually of their rights under FERPA. More information about FERPA and student rights, can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Harassment

All persons must be allowed to pursue activities at the University free from harassment based on color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation or gender identity. Responsibility for maintaining a harassment free campus environment rests with all employees and students, and others while on the University campus or involved in University-sponsored activities.

Sexual Harassment

All persons must be allowed to pursue their activities at the University free from sexual harassment, unwelcome sexual advances and sexual violence. Such conduct will not be tolerated. The responsibility of maintaining a sexual harassment-free campus rests with all employees.

Complaints of sexual harassment should be brought to the attention of Carol Vogel, Equal Opportunity Director, Morgan Hall, Room 380A, (785)670-1509.

Substance Abuse

Washburn University, as an institution receiving federal financial aid for students in attendance, has adopted policies prohibiting the use of alcohol and other drugs by students and employees in compliance with the federal laws and regulations of the U.S. Department of Education. In addition, the University has adopted and implemented an alcohol and other drug prevention program. As part of this program, the University is required to provide the following information annually to all students and employees.

Washburn University prohibits the unlawful possession, use, consumption or distribution of illicit drugs and alcohol by students and employees on University property or as part of any of its activities. The sale and/or possession of alcoholic beverages is prohibited on campus except as approved by the Washburn University Board of Regents. (On occasion, state law does permit the University to designate "non-classroom instruction" areas where alcohol liquor may be consumed.) Violations of this policy, applicable city ordinances, or state law will result in disciplinary action as well as criminal prosecution. The Washburn University Student Disciplinary Code and Drug-Free Workplace Policy contain these prohibitions and establish appropriate sanctions for violation of University policy.

Workers' Compensation Reporting

All employees are provided protection under the Workers' Compensation Act. Any work related injury occurring during work hours is covered by Worker's Compensation. Compensation may include medical services and lost time. Compensation for time the employee is unable to work may be paid after a seven consecutive day waiting period. If the employee is unable to return to work for 21 consecutive days or more, s/he will be compensated for the seven day waiting period. Other compensation may be paid as provided in the Act.

The Employee's Report of Injury form is to be completed within 24 hours of injury and returned to Human Resources. The form is available in Human Resources, Morgan 263.

Any employee injured on the job should be transported to St. Francis Medical Center for treatment if treatment is needed.

Terms of Employment

Employment Contract

Each employee will receive a contract letter outlining the terms of her/his employment soon after beginning work at Washburn. Two copies of the letter will be sent – one to be signed and returned to Human Resources for inclusion in the employee's file, and the other to be signed and retained for the employee's own record. Contract letters are issued annually, and/or each time there is a change in employment terms, as long as the employee continues to meet employment expectations.

Position Descriptions

A position description specifying the duties and responsibilities of each classified and administrative position is maintained on file in Human Resources. An employee may request a copy of his/her position description from his/her supervisor or from Human Resources if none has been provided.

Performance Standards

Supervisors establish standards of performance to serve as a basis for performance review for each employee in her/his unit. Performance standards should be communicated to employees as early as practical in a new review period. Employees should request clarification or additional information for any standards they do not understand.

Performance Reviews

With the exception of Probationary Performance Reviews (see Probationary Period), Performance Reviews are conducted for all non-union hourly and administrative employees on an annual basis. Annual Performance Reviews are typically conducted toward the end of the fiscal year and are used to assist supervisors in determining merit pay recommendations.

Probationary Period

Each newly appointed employee in a classified or administrative position must serve a six-month probationary period to demonstrate his/her ability to adequately perform the duties assigned to the employee's position. Before the end of the employee's probationary period, the supervisor will complete and conduct a Performance Review to recommend the employee's continued employment or dismissal based upon the supervisor's evaluation of the employee's work performance. If an employee's performance is found to be marginal, the supervisor may elect to extend the probationary period beyond six months to allow the employee to become fully productive in the position. The supervisor will again conduct a Performance Review at the end of the extended probationary period and recommend the employee either be retained or dismissed dependent upon his/her work performance at the time of the review.

Required On-line Training

All employees are required to complete on-line training on Sexual Harassment and Employment Discrimination within one month of their start date at the University. To access to training, go to the "Employees" tab on MyWashburn where you will find a box titled, "Preventing Sexual Harassment and Employment Discrimination." Click on the highlighted title text within the box to access the training and follow the directions on the screen to complete both training modules. As you complete each of the training programs, print out a certificate of completion and send it to Carol Vogel, Equal Opportunity Director. An electronic verification of your training completion will automatically be forwarded to Ms. Vogel. If you have any questions regarding this training contact Carol Vogel at 670-1509 or by email at carol.vogel@washburn.edu.